

Clark University Recycling Guidelines

Sustainable Clark Recycles:

Paper – Cardboard – Metal - Glass - Containers – Cans – Bottles – Batteries - Electronics - ALL Plastics #1-7

Not only is recycling good for the environment and the economy, it's actually illegal **not** to recycle these things! Plus Clark gets direct financial benefits from managing recyclables as the valuable resources they truly are. Many other items can be donated or recycled. See the list below for more than 20 other categories.

Recycling bins are located throughout the Clark campus in residence halls, academic buildings, administrative offices, and common areas. Faculty and staff offices are provided blue desk-side bins for paper and for recycling plastic/metal/glass. These can go together as single-stream recycling.

Please use the recycling bins! You know it's the right thing to do! A recycling bin is never very far away.

The **student Recycling Crew and Grounds Dept.** pick up recyclables from every campus building at least once a week during the academic year. If you need an emergency pick-up call Facilities Management 508-793-7566. For questions about recycling that is not answered in the FAQ's or the Recycling Guidelines below please call Sustainable Clark at extension 508-793-7601.

Clark's **Recycling Program** also handles responsible recycling of hazardous materials such as florescent light bulbs; electronic waste such as computers (also called e-waste); bulky metal items such as desks. Disposal of oils, solvents, paints and chemicals is managed according to regulations. Please call Facilities Management 508-793-7566 for pick-up of any of these items.

Clark **Dining Services composts** all used paper goods, food scraps from the kitchens and the Higgins Cafeteria, and compostable containers and cutlery in the University Center. Please use the slots labelled compost for all of these items when eating in the Caf, Jazzman's or the Bistro. *If it was ever alive, you can compost it!*

Live off campus? The city of Worcester supports single-stream recycling, and you can get a free recycling bin for curbside use. Check with your landlord or search [Worcester city recycling and trash programs](#).

List of Items You Can Recycle & Donate for Re-use

ITEM	INCLUDING	WHERE/HOW
Paper	copy paper, office paper, notebook paper, folders, envelopes, mail, magazines, glossy paper, tissue, newspaper, packaging, paper bags, colored paper, sticky notes. "If you can rip it, you can recycle it!"	<ul style="list-style-type: none"> • 'Paper' or 'Single-Stream' recycle bins • paper clips, staples OK • Please no food, liquid or grease: it will contaminate the entire bin • TIP: use blank side for scrap paper
Cardboard	boxes, corrugated cardboard, paperboard (like cereal boxes), milk & juice cartons, pizza boxes, tubes (like from paper towels), egg cartons	<ul style="list-style-type: none"> • place next to 'Paper' or 'Single-Stream' recycling bins • remove inner plastic box liners, these are trash • Please flatten boxes
Metal	aluminum cans, soda cans, steel cans (like soup cans), tin foil, foil containers,	<ul style="list-style-type: none"> • 'Plastic, Metal, Glass' or 'Single-Stream' recycle bins • Please empty & rinse out cans!

	lids, anything made of metal or with metal parts	
Glass	bottles, jars, all containers No lab glass, window glass or broken glass	<ul style="list-style-type: none"> • 'Plastic, Metal, Glass' or 'Single-Stream' recycle bins • Please empty & rinse out bottles and jars! • Caps on is OK
Plastics #1 - #7 More Plastic #1-#7	bottles, jars, yogurt cups, food containers, to-go containers, plastic cups, milk jugs, blister packaging, detergent bottles, toothpaste & cosmetics tubes, utensils, anything made of stiff plastic "if you can't scrunch, recycle it"	<ul style="list-style-type: none"> • 'Plastic, Metal, Glass' or 'Single-Stream' recycle bins • Please empty & rinse out containers! Caps on is OK • No plastic bags or film • No Styrofoam (see below)
Batteries	dry cell, alkaline AA, AAA, C, D; 9-volt, cell phone, computer, game, watch, lithium, rechargeable, ni-cad	<ul style="list-style-type: none"> • blue barrel in University Center • blue barrel in Academic Commons
Books	all books: textbooks, reference books, fiction, non-fiction, workbooks, manuals, books on tape	<ul style="list-style-type: none"> • donate to Friends of Goddard Library • set up a swap shop in your res hall • ask your professor to donate to students in need
Clothing, Personal & Home Goods	clothing, shoes, games, small appliances, toys, accessories, lamps, jewelry, linens, cooking stuff, china, glassware, art, books, music, school supplies, sports equipment, EVERYTHING!	<ul style="list-style-type: none"> • donate clothes to Thrift Store, 918 Main St. • donation boxes in all res halls during 'Clark Collections' drives at move out • donate to St. Vincent DePaul on Park Ave near Maywood St.
Office & School Supplies	binders, folders, tape, staplers, organizers, paper, notebooks, tacks, punchers, sleeves, clips, pads, scissors, markers,	<ul style="list-style-type: none"> • set up an or res hall free store / swap shop to share your extra supplies • donation boxes in all res halls during 'Clark Collections' drives at move out
Plastic Bags	shopping bags (<i>why not use a cloth bag instead?</i>)	<ul style="list-style-type: none"> • take to Price Chopper supermarket • we are plastic-bag <i>free</i> – the only plastic bags are the ones you bring here, so take them away with you
Florescent Light Bulbs	tubes, ballasts, CFL's, squiggly bulbs	<ul style="list-style-type: none"> • give to your custodian • or call 508-793-7566 for pick-up • TIP: exchange a burned out bulb for a free CFL at Facilities Management office
Electronic Waste	Clark-owned computers, office machines & small electronic items (will have an asset tag) -----	<ul style="list-style-type: none"> • call ITS for possible re-use • submit an on-line Work Order to Facilities for bulky pick up • DO NOT give away a Clark asset <p>-----</p>

	privately owned computers, tablets, electronics & digital devices; small electronics like lamps, coffee pots, games, phones, etc.	<ul style="list-style-type: none"> • big box retailers may take item, check first • Worcester city recycling center • If working donate to a local Thrift Store • Don't' forget to delete all data!
Wireless & Digital Devices	cell phones, iPods, MP3's, digital cameras, game consoles, chargers, other devices	<ul style="list-style-type: none"> • www.recyclingforcharities.com provides free shipping & donation benefits charity of your choice • If working, donate to a Thrift Store!
Toner Cartridges	From Flo-Tech managed copiers (see sticker on copier)	<ul style="list-style-type: none"> • Flo-Tech brand: Return shipping label is on box under packing list. If it's not there, call 800.213.1112 • Canon brand: Put with office recycling for pick up, Flo- Tech won't take these
Toner Cartridges	From all other copiers, not Flo-Tech managed	<ul style="list-style-type: none"> • Xerox brand: request shipping label from here http://www.xerox.com/perl- bin/product.pl?mode=recycling&referer=xrx&XOGLang=en_US • HP or Samsung brand: request label from https://h30248.www3.hp.com/recycle/supplies/index- hpe.asp? cc=us& la=en?jumpid=va_t2fv8d3pyu
Ink jet Cartridges	from printers	<ul style="list-style-type: none"> • use pre-paid envelope available from Sustainable Clark 508-793-7601
CD's	music, data, files, instructional, blank	<ul style="list-style-type: none"> • www.cdrecyclingcenter.org provides free shipping
VHS & Taped Media	movies, music, data tapes, cassettes	<ul style="list-style-type: none"> • www.actservices.org/donations Alternative Community Training (ACT); free shipping
Confidential Data	paper records or taped media that contains secure/private information	<ul style="list-style-type: none"> • Take to shredding lock boxes on campus
Tyvek Envelopes	cannot rip them, cannot recycle them	<ul style="list-style-type: none"> • www.tyvek.com will take back
Packing Peanuts	packaging	<ul style="list-style-type: none"> • bring to the UPS Store, 210 Park Ave, Worcester
Bubble Wrap	plastic packaging	<ul style="list-style-type: none"> • bring to the UPS Store, 210 Park Ave, Worcester
Furniture, Bulky Goods	Clark-owned office furniture privately owned furniture	<ul style="list-style-type: none"> • Submit an on-line Work Order to Facilities for removal • donate to a Thrift Store during business hours
Hazardous Liquids	paint, oil, solvent, glue, chemicals	<ul style="list-style-type: none"> • call Facilities 508-793-7601 to pick up
TV's	cathode ray tube (CRT) , console, projection	<ul style="list-style-type: none"> • Worcester city recycling center
Refrigerators	full-size & dorm-size; broken	<ul style="list-style-type: none"> • Worcester city recycling center
Other Items		<ul style="list-style-type: none"> • www.massrecycle.org

Unacceptable for Recycling at Clark University

Please DO NOT put the items below into Clark University Recycling Bins!

These items are NOT acceptable for recycling at Clark. They are considered 'contamination' and can turn an entire bin of perfectly good recycling into landfill trash.

Unacceptable Items in 'Paper' or 'Single-Stream' Recycle Bin

Used paper towels, used facial tissues, foil- or plastic-lined paper, shipping envelopes with bubble lining, corrugated cardboard, used paper coffee cups, greasy paper, food -encrusted paper, food itself.

Unacceptable Items in 'Plastic/Metal/Glass' or 'Single-Stream' Recycle Bin

Plastic bags such as chip bags, candy wrappers, box liners, plastic film (Saran wrap), any soft plastic you can scrunch in one hand; containers with food or liquids in them or food itself; foam wrapping; broken glass; light bulbs; sharps (needles); aerosol spray cans, foam liners, styrofoam . Empty all containers!

