



# DREXEL UNIVERSITY RECYCLING GUIDELINES

MATERIAL	EXAMPLES	HOW TO RECYCLE
<b>Paper, Aluminum, Glass and Plastic</b> <i>No separation necessary</i>	Any type of paper  Most plastic, glass and aluminum bottles, cans, cups, plates and containers	Place in any marked recycling container anywhere on campus. Drexel practices single-stream recycling, so you do not have to separate these items.  Confidential and sensitive documents should be shredded and discarded securely with Drexel's preferred vendor, DocuVault.
<b>Heavy Cardboard</b>	Moving boxes, shipping materials, etc. All types accepted	<i>Academic Buildings:</i> Place next to trash or recycling containers for University Facilities to pick up.  <i>Residence Halls:</i> Place at designated floor trash locations.
<b>Batteries, Cell Phones, Ink Cartridges, Waste Toner</b>		Email <a href="mailto:recycle@drexel.edu">recycle@drexel.edu</a> to request a container for batteries or ink cartridges. You can find a list of battery recycling locations on the <a href="#">Real Estate and Facilities website</a> .
<b>Electronic Equipment, Lighting</b>	Computers, monitors, other electronics  Incandescent and fluorescent light bulbs, tubes and ballasts	Place a work order with University Facilities at <a href="https://drexel.edu/facilities">drexel.edu/facilities</a> to have these items picked up.  Departments may contact TechServ at <a href="mailto:techserv@drexel.edu">techserv@drexel.edu</a> to donate used computers to non-profit organizations.
<b>Furniture, Office Equipment</b>	Desks, chairs, shelving units, tables, etc.	<a href="#">Drexel Surplus</a> disposes of items by auction or donation for free.