



DREXEL UNIVERSITY

RECYCLING

GUIDELINES

MATERIAL	EXAMPLES	HOW TO RECYCLE
Paper, Aluminum, Glass and Plastic <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.
Heavy Cardboard	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.
Batteries, Cell Phones, Ink Cartridges, Waste Toner		Email recycle@drexel.edu to request a container for batteries or ink cartridges, or to arrange for drop-off or pick-up of cell phones.
Electronic Equipment, Lighting	Computers, monitors, other electronics Incandescent and fluorescent light bulbs, tubes and ballasts	Place a work order with University Facilities at drexel.edu/facilities to have these items picked up. Electronic equipment may also be listed on the Drexel Surplus Exchange. Departments may contact TechServ at techserv@drexel.edu to donate used computers to non-profit organizations.
Furniture, Office Equipment	Desks, chairs, shelving units, tables, etc.	Drexel Surplus Exchange allows you to list available furniture for other departments to claim and reuse. Drexel Surplus Property also disposes of items by auction or donation. Both services are free. drexel.edu/procurement