



## Help your building win a party!

*How?* The academic/administrative building with the **least trash and most recycling** for the months of February and March combined will win.



## Reduce your waste!

Hold an item swap with colleagues.

Think before you print!

Set up and use a scrap paper tray.

Say no to disposables and yes to reusables!

- Use a microfiber cloth for spills instead of paper towels.
- Use a travel mug and save 15 cents on beverage purchases in campus cafes.
- Use silverware instead of plastic.
- Opt for reusable bags.

## Benefits of Recycling

Recycling 1 aluminum can saves enough energy to run a TV for 3 hours.

Once an aluminum can is recycled, it can be part of a new can within 6 weeks.

Recycling at Suffolk in 2009 reduced greenhouse gas emissions by 2.2 million pounds, which is comparable to taking 200 cars off the road for a year.

## Get Involved!

Join or form a Green Team in your department

Join the Suffolk University Sustainability Committee

Sign up to receive bi-weekly Eco-Update emails

Find us on Facebook  
Suffolk University Sustainability

Learn more about recycling  
[www.suffolk.edu/recycling](http://www.suffolk.edu/recycling)



### Facilities Planning & Management Suffolk Recycling Program

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# Guide to Recycling



## Let's recycle more material than we throw away!



[www.suffolk.edu/recycling](http://www.suffolk.edu/recycling)



**Single Stream Recycling = all recyclables may go in any recycling bin!**

## GLASS/METAL/PLASTIC RECYCLABLES

Glass bottles/jars (any color)

Metal cans (tin/steel/aluminum)

Plastic bottles and containers # 1 - #7

**\*\*Must be clean, empty, and free  
of food debris\*\***



## PAPER RECYCLABLES

All paper, including white and colored

- Paperback books (i.e. telephone books)
- Envelopes (windows and labels are okay)
- File folders
- Magazines
- Paper bags
- Spiral notebooks
- Empty cereal boxes



## **DO NOT INCLUDE:**

Food

Mirrors, light bulbs

Plastic bags, candy wrappers, food liners

Napkins, tissue paper, paper towels

Food containers/paper plates/pizza boxes containing food/grease/liquid

Hazardous material or universal waste

Styrofoam cups/packaging

Unmarked plastics (i.e. laundry baskets)

Hard cover books, labels or label backings, express delivery envelopes with bubble wrap

Carbon paper

Photographs

Plastic binders

#7 plastics marked "compostable"

## CARDBOARD

To recycle your cardboard, please leave empty, flattened boxes next to a recycling bin.

## ADDITIONAL ITEMS

Drop off in your Mail Room:

- Rechargeable batteries and cell phones
- Ink/toner cartridges

Place a work order to have CFL light bulbs recycled.

Drop off CDs, DVDs, and cables in the Techno Trash Bin available in computer labs.



**Catch the Mania...**

**Recycle Mania!**

For the 5th year in a row, Suffolk is participating in this 8-week national waste reduction and recycling competition: February 6-April 2, 2011.

Help us place in the top 5% nationally by reducing, reusing, and recycling!