

## Tips on Conserving Energy

- ⚙ Print documents double-sided and use recycled paper
- ⚙ Don't use space heaters, turn down the A/C or bring a jacket to the workplace
- ⚙ Set computer monitors to go into sleep mode after 10 minutes of inactivity, hard drives 20 minutes and whole computer after an hour of inactivity
- ⚙ Turn off lights when you leave a room, even for just a few minutes
- ⚙ Turn off running water and appliances when not being used
- ⚙ Use a coffee mug, or refill a water bottle for beverages
- ⚙ Use sunlight instead of indoor lighting when possible
- ⚙ Walk or bike across campus instead of driving
- ⚙ Bring food in reusable container
- ⚙ Turn thermostats down when you leave your workplace for the day
- ⚙ RECYCLE!

## Acquiring Sustainable Goods and Services

Purchase ENERGY STAR certified products.



Buy goods and services from local vendors.

Shop at local Farmers Market:

<http://www.hartfordfarmersmarket.org/index.html>

When buying new supplies (furniture, office supplies, electronics, etc.):

- ⚙ Ensure that items are recyclable or "green".
- ⚙ Buy products with less or recyclable packaging.
- ⚙ Check if items can be shipped back to the vendor to be recycled or reused instead of throwing them away.
- ⚙ Verify that the product is water and energy efficient.

Check out the W.B.Mason web site under <http://whobut.wbmason.com/category.aspx> for recyclable or "green." (Click on the green tab for "green" materials available in our area)

Buy EPEAT gold rated computers and components whenever possible.



Trinity College  
HARTFORD CONNECTICUT

## Sustainability Task Force

## Recycling Guidelines for Offices



# Sustainability Task Force Recycling Guidelines

All recyclable items may be placed in any recycling bin on campus; there is no need to sort items by type.



## What Can You Recycle?

### These!

- ⊗ White and colored paper
- ⊗ Magazines and catalogues
- ⊗ Junk Mail
- ⊗ Newspapers and Inserts
- ⊗ Windowless envelopes (remove the window)
- ⊗ Post-it® notes
- ⊗ Water bottles, juice boxes and milk containers
- ⊗ Corrugated cardboard
- ⊗ Boxboard (cereal and pasta boxes) and paper egg cartons
- ⊗ #1 - #7 plastic food and beverage containers (look for the mark)
- ⊗ Soda cans
- ⊗ Glass food and drink containers
- ⊗ Clean aluminum, steel, tin, foil food trays and cans

### Not These!

- ⊗ Hazardous materials containers (paint cans, motor oil bottles, etc.)
- ⊗ Pots and pans
- ⊗ Batteries and light bulbs (Bring them up to Mather. Check in the next section for more information.)
- ⊗ Scrap metal
- ⊗ Ceramics
- ⊗ Plastic bags
- ⊗ Flower pots
- ⊗ Plastic toys
- ⊗ Drinking glasses
- ⊗ Caps from bottles that don't have a recycling symbol.

### Other Notes:

- ⊗ **Corrugated cardboard** should be broken down and bundled separately (no pizza boxes)
- ⊗ **Compact fluorescent light bulbs and electronics batteries** can be dropped off in recycling bins in LSC and Mather (located next to Bantam Bucks Machine in the first floor). Electronics batteries include: lithium ion, nickel metal hydride, nickel cadmium, lithium, VRLA, VRLA modular, alkaline, and carbon zinc.
- ⊗ **Ink and toner cartridges** can be brought to the Office of Community Service Office and Civic Engagement in Mather basement, next to the bookstore.
- ⊗ **Computers and other electronic office equipment** will be collected and recycled by the Computing Center. To arrange a pick-up of college-owned equipment, call the Help Desk at x2100.