

Memorandum

To: Temple Employees
From: Office of Sustainability
Subject: Moving Guidelines
Date: Updated July 9, 2014

Temple has made a commitment to safeguard the environment and protect the privacy of individuals who have provided the university with personal identifying information. Listed below are contact information and guidance on how the university can avoid a safety or security breach while simultaneously minimizing the environmental impact when recycling or disposing of goods.

Batteries – The batteries recycled by Temple University are: (1) Batteries which contain heavy metals and (2) Batteries marked “rechargeable”. Alkaline batteries are not required by federal legislation to be recycled, even though some states have legislated recycling for alkaline batteries. Currently, Pennsylvania does not have legislation requiring recycling of alkaline batteries and Temple University does not recycle alkaline batteries.

The Environmental Health and Radiation Safety (EHRS) Office is responsible for the safe recycling of these regulated batteries, which have been bought using University funds and which have been used for official University business. Please contact EHRS at 215-707-2520 or visit the EHRS webpage for [Waste Management](#) and use the chemical waste form for requesting battery pick up.

Books – Contact the Golden Key Honor Society who collects used books (textbooks, novels, etc.) and donates them to Better World Books who sells or donates these books. If you are interested in this program, contact Quetta Nicholson, nicholsq@temple.edu.

Chemical solvent recycling program- Environmental Health and Radiation Safety (EHRS) collects, recycles and redistributes non-contaminated chemical solvent. The program reduces the volume of hazardous waste and the cost for buying new solvents. Please contact EHRS at 215-707-2520 or visit the EHRS [Waste Management](#) webpage.

Computers and any Electronics – Contact the Computer Recycling Center (CRC) at <http://crc.temple.edu> for how to dispose of computers, monitors, printers, keyboards, electronics, cell phones, batteries, print & toner cartridges, or small amounts of CDs, DVDs, and other media, etc. For detailed information on this service please visit: http://www.temple.edu/cs/catalog/surplus_equipment.html

When possible, the CRC refurbishes computers for resale to the Temple community or for donations to outside groups.

Diskettes/CDs/DVDs/Zips – If a department has large quantities of these items, you can arrange through the Purchasing Department to get a ProShred Bin. If interested, contact Jennifer Trott at ProShred for a free consultation at 484-323-2100 or e-mail jennifer.trott@proshred.com or complete the form at http://www.temple.edu/purchasing/documents/proshred_reg_jan2011.pdf. For small quantities, contact the Computer Recycling Center (CRC) at <http://crc.temple.edu>

Furniture /Large Appliances/Equipment – Many departments or individuals relocating to new sites do not take furniture/large appliances/equipment from the old space. A Surplus Materials Process has been developed by Office of Facilities Management. All surplus furniture, appliances and equipment are to be left on location. These items should not be offered to or taken by unauthorized Temple or outside personnel. Depending on the condition of each of these items, a determination will be made for reuse on Temple premises, donation to approved charity organizations, or recycled to an appropriate material processor. In order to have your materials surplused or to obtain surplused materials, log on to TUmarketplace and submit an "OFM Work Order Request" form located in the Showcased Services box on the main page.

General Office Supplies – The TU Recycled Office Supplies swap pilot project attempts to gather good condition or unused office supplies so they can be reused by other departments in the University. If you have small quantities of supplies please place them in an interoffice mail envelope and mail the envelope to "CRC REUSE 286-03." If you wish to drop supplies off please bring them to TECH Center 301 on Wednesdays 2:00pm to 4:00pm. If you have large quantities, please box up excess office supplies, label the boxes "Excess Office Supplies" and have them delivered to the Tech Center (main campus), Room 301 by way of a facilities work request. The collected office supplies are available for FREE for Temple University offices on Wednesdays from 2:00-4:00pm. Any questions or information please email reuse@temple.edu.

Hazardous Materials (Chemical, Nano-Materials Biological & Radioactive) – Contact Environmental Health and Radiation Safety (EHRS) at 215-707-2520 for information on how to safely dispose of hazardous materials. EHRS has several programs which allow good and reusable chemicals to be redistributed to other researchers or departments. Contact EHRS at 215-707-2520 or visit the EHRS webpage at [Waste Management](#) for detailed information.

Laboratories or any other areas that may have contained Hazardous Materials – These are areas that have or may have contained hazardous materials (chemical, nano-materials, biological, radioactive) or may have equipment (appliances, instruments, etc.) that may have been contaminated with hazardous materials. A detailed process must be followed prior to a lab being vacated or equipment being moved or relocated. EHRS has developed a guidance document which will assist the user in ensuring that the proper safety measures have been taken. Please contact EHRS at 215-707-2520 or visit the EHRS webpage [Lab Safety](#) for the Lab Decommissioning guide and additional detailed information.

Recycling – Non-confidential bulk paper purges should be coordinated with the Housekeeping Department. Large paper recycling bins will be provided upon request by calling the Recycling Office at 215-204-7396 at main campus or the Office of Facilities Management at 267-468-8550 for Ambler campus. Note confidential materials/documents cannot go in the general paper recycling collectors.

Confidential documents must be processed appropriately. Please arrange for ProShred bins through the Purchasing Department for limited amounts of material. Contact Kristy Slusser at ProShred at 1-484-323-2100 or via email at Philly_support@proshred.com. For large quantities of paper (20 cartons or more), contact the main campus Recycle Office at 215-204-7396. To schedule service, submit an Office of Facilities Management Work Request using TUmarketplace one week in advance. These materials will be picked up by Facilities and transported directly to our paper recycling vendor for conversion to pulp. The requesting department will only incur the cost of the Facilities labor necessary for transportation of these materials to the paper recycling mill.

Trash – Items not recycled or designated for reuse are to be placed in the large general trash dumpster provided by the Housekeeping Department. If you need additional assistance on main campus call Office of Facilities Management dispatch at 215-204-1385 and at Ambler campus the Office of Facilities Management at 267-468-8550. If you have any questions, please contact the Office of Sustainability at sustainability@temple.edu or 215-204-2517 or The Recycling Office at 215-204-7396.