

# Green Department Resource Guide

## Printer & Toner Cartridge Recycling:

Departments can recycle their used toner and printer cartridges through a free and easy mail-back program.



## Warehouse Wednesdays:

Send off your unwanted & unused office furniture through Temple's Surplus Property Program. Surplus items are redistributed to other TU employees or donated to local non-profits. The items are free for departments but a SURPLUS work order is required for the transportation of the items to their office.

Want to see what low-cost surplus items are ready to be claimed for your department? Check them out Wednesday morning—email [rt Tyler@temple.edu](mailto:rt Tyler@temple.edu) to sign-up and learn more about offerings.



# TOSS

## Temple Office Supply Surplus:

Looking for binders? Office swamped with extra folders?

Temple Office Supply Swap (TOSS) is a take-some-leave-some program to promote waste minimization and reuse here at Temple University. TOSS is located inside the vestibule of the Office of Sustainability in Suite 101 of the Howard Gittis Student Center.



## Computer Recycling Center:

Extra tech?

The Computer Recycling Center here at Temple University is an award-winning operation that gathers surplus electronic equipment from TU departments to refurbish or redistribute. To learn more, feel free to visit CRC on the first floor of Pearson Hall, or contact them through their website.



## GREEN YOUR DEPARTMENT!

SCAN TO LEARN MORE



Or visit [sustainability.temple.edu/green-your-department](http://sustainability.temple.edu/green-your-department)