

# BSU RECYCLING PROGRAM



Recycling Coordinator:

**Stefanie Eaton**

Administrative Assistant:

**Ann Wood**

**All labor is provided by  
student workers!**

## **HOW TO REDUCE WASTE IN THE WORKPLACE**

- Make only the number of copies you need
- Double side copies and printouts
- Try to use email or phone whenever possible
- Put mistakes in a box and use as scrap paper
- Edit documents on-screen before printing
- Use smaller font and margins
- Reuse envelopes for inter-office mail
- Share telephone books
- Use refillable pens and pencils, rechargeable batteries, etc
- Use refillable coffee mugs instead of styrofoam
- Use refillable water bottles instead of plastic
- Send newsletters online instead of mailings
- Unsubscribe to junk mailing lists, or catalogs that can be accessed online

## **STATEMENT OF PURPOSE**

The Waste Management Office oversees the Recycling Program and is responsible for collecting, disposing, managing and monitoring of waste and recyclable materials generated by the University. The Recycling Program operates in an effort to substantially reduce the amount of waste disposed in landfills, lower the cost of waste removal, and protect the environment by encouraging, educating, and participating in activities that promote reduction and reuse

The Recycling Program also provides students with opportunities to be employed in a position that encourages sustainable behavior. Bridgewater State University depends on student employees in order to operate a full-scale recycling program in all buildings on campus

### Truck Workers:

Students operate the rack body truck and are responsible for the daily pickup of Recycling Stations and Ottos throughout the campus. All materials are brought to the Operations Center Transfer Site for disposal into the appropriate containers.

### Floor Workers:

Students collect mixed paper from administrative buildings and offices. They take the recyclables to a storage area within that building and place the items into Ottos for Truck Workers to pick-up.



## **Waste Management & Recycling**

(508) 531-2653



**Operations Center  
Room 226**

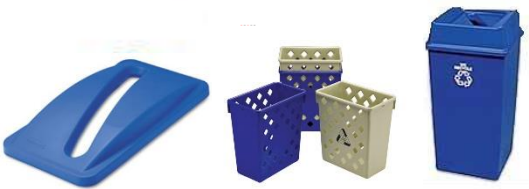
**Office Hours  
8:00AM-4:00PM**

**Website:** Search 'Recycling' on the Intranet

# HOW AND WHERE TO RECYCLE AT BRIDGEWATER STATE UNIVERSITY

## MIXED PAPER

- Anything that tears
  - Colored Paper
  - Newspapers
  - Magazines
- Laminated Paper
- Blue prints
- Packing Material
- Cardboard



## GLASS, PLASTICS, ALUMINUM

- Any container with a recycling symbol
- Aluminum cans
- Glass bottles
- Pyrex or Plate dishes
- Broken Glass



## CARDBOARD

Cardboard must be flattened and no packing material or pizza boxes (with food residue) will be accepted.

**In Residence Halls:** Place your boxes in the labeled bins/Ottos on each floor

**In Administrative Buildings:** Place your boxes in the labeled bins on the loading docks (or call x2653 for a pick-up by our student workers)

The following buildings have designated cardboard collection sites: Campus Center, Science Building, ECC, Maxwell Library, and Tillinghast Hall.

## LIGHTBULBS

Light bulbs are collected on campus in fiber drums. Please see your building maintainer for proper disposal.

## BATTERIES

Green or Brown battery bins are available in every building on campus. Please call X2653 for locations.

## TEXTILES

Recycle your textiles! Ex: Clothing, undergarments, backpacks, pocketbooks, shoes, curtains, blankets, sheets, towels, fabric, and shower curtains etc.

Any type of textile, regardless of condition (ripped, stained, missing buttons, broken zippers, etc.) as long as it is dry and odorless can be donated to your local goodwill store.