

Harper



Recycles

... please help us do more.

- Increase the amount you are recycling at work.
- Educate your fellow employees and students.
- If you have questions regarding the recyclability of an item, contact Physical Plant at x6350.
- If you have large quantities of recyclable material (cleaning out an office), contact Physical Plant at x6350 for a gondola.

Harper recycles these items	Condition of the item	How do I recycle it?
BATTERIES	Used	Contact Sara Gibson via e-mail or at x6923 for instructions.
BOOKS	Free of any food or dirt	<ul style="list-style-type: none"> • Use the “OnePlanetBooks” recycling bin in front of the Harper Bookstore. or • Use blue recycling bins in offices and classrooms. or • Use recycling bins labeled “PAPER.”
CANS	Empty	<ul style="list-style-type: none"> • Use recycling bins labeled “GLASS, PLASTIC, METAL.” or • Use recycling bins labeled “BOTTLES & CANS.”
CHIP BOARD (light cardboard) Stationary boxes, business card boxes, and backs of notepads	Free of any food or dirt	Put them in a manila envelope and send them to the PRINT SHOP through interoffice mail so they can be reused.
CORRUGATED CARDBOARD Boxes	Free of any food or dirt	Break down boxes. Label them with a sign “RECYCLE.” Place the cardboard next to the blue recycling bins or other recycling bins labeled “ PAPER. ”
ELECTRONIC DEVICES (small)	Used	Use the Recycling Station box in the Harper Bookstore.
GLASS Beverage and other containers	Empty	<ul style="list-style-type: none"> • Use recycling bins labeled “GLASS, PLASTIC, METAL.” or • Use recycling bins labeled “BOTTLES & CANS.”
INK CARTRIDGES (small)	Empty	<ul style="list-style-type: none"> • Put them in a manila envelope and send them to I/T A234 through interoffice mail. or • Use the Recycling Station box in the Harper Bookstore.
METAL (excludes cans) Sheet metal, tools, metal work benches, safes, etc.	Free of any food or dirt	Contact Physical Plant at x6350 for a pick up.
PAPER Copier paper, newspaper, coated paper, manila folders, plain envelopes, cardboard envelopes and magazines. <i>Does not include</i> facial tissue, paper towels, napkins, waxed paper or candy wrappers.	Free of any food or dirt	<ul style="list-style-type: none"> • Use blue recycling bins in offices and classrooms. or • Use recycling bins labeled “PAPER.”
PLASTIC (with or without lids) Any plastic containers or bottles with #1, #2, #3, #4, or #5 inside the recycling arrows	Empty	<ul style="list-style-type: none"> • Use recycling bins labeled “GLASS, PLASTIC, METAL.” or • Use recycling bins labeled “BOTTLES & CANS.”
TONER BOTTLES	Empty	Contact I/T for a pickup: call HELP desk to open a ticket.

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Harper Battery Recycling Program

Harper will only collect and recycle rechargeable batteries, there is NO collection of alkaline batteries.

The Illinois Environmental Protection Agency recommends disposing of alkaline batteries with regular campus (or household) trash. Alkaline batteries contain no hazardous waste and little recyclable materials. Previous environmental hazards associated with alkaline batteries were due to their mercury content. The federal Battery Management Act of 1996 phased out the use of mercury in alkaline batteries.

Rechargeable batteries do still contain hazardous materials and materials that can be recycled. The following is the procedure for recycling rechargeable batteries such as nickel cadmium, nickel metal hydride, nickel zinc or lithium ion:

Place recycled batteries in a sealable plastic bag or tape the leads and collect them in a container such as a plastic (don't use metal) coffee can or the like. You can either bring the filled container to the Physical Plant in building B or put in a work order to have the container picked up. Cell phone and laptop computer batteries will also be accepted, as long as they meet the above packaging requirements.

Harper is not collecting large batteries or batteries from your homes. Please take these batteries to a registered battery pick-up station. If you are replacing a large battery, look into stores that offer trade-in credit towards your new purchase prior to bringing it to a pick-up station. You may be able to save some money!

If you have any questions contact:

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x6923