



Waste and Recycling

WCU WASTE & RECYCLING FACTS

1. West Chester University contracts with Republic Services for waste and recyclables pickup.
2. WCU has a single-stream recycling system, meaning that paper, glass, cardboard, and plastic and metal containers all go into one bin.
3. Contamination of recycling bins with non-recyclables, food, or liquids can result in the entire contents being trashed. We want to avoid that!
4. Waste is disposed of at the Lancaster Landfill, managed by the Chester County Solid Waste Authority. Lancaster captures, compresses, filters and dries methane gas and uses it to generate electricity.
5. Recyclables are taken to Republic Service's King of Prussia Materials Recovery Facility (MRF).
6. WCU has several types of Waste and Recycling bins on campus.
7. WCU Custodial Services is gradually introducing the mini-bin trash and recycling system to all campus buildings.

OFFICE CHECKLIST OF TO-DOS

- ☐ We post information about acceptable recyclable materials prominently in our workspace (see For More Info below for link)
- ☐ We encourage staff to minimize the use of paper by distributing documents digitally and printing double-sided
- ☐ We encourage the use of Multi-Function Printers rather than individual desktop printers
- ☐ When available, we purchase supplies made with recycled content
- ☐ We ensure that toner cartridges and retired electronics (including monitors, printers, keyboards, computer mice, cables, etc.) are recycled
- ☐ We work with Facilities to donate surplus furniture for re-use on campus
- ☐ We add our surplus office supplies to the Surplus Office Supplies List instead of throwing them out
- ☐ We encourage our team to share personal unwanted items on the WCU Yard Sale Facebook group
- ☐ We discourage vendors from sending printed or physical promotional materials
- ☐ We select "swag" for events only after considering the environmental and social justice costs of products
- ☐ We review proper recycling practices at staff meetings or by email to increase awareness and reduce confusion
- ☐ We do not use single serving coffee brewers, or if so, we use reusable filters to avoid single-use plastics
- ☐ We use rechargeable batteries to reduce the need for one-time use batteries
- ☐ Our building administrator communicates with custodial staff to ensure we are following waste and recycling guidelines
- ☐ We have found a creative solution to waste reduction not listed here and have informed the Green Office Team
- ☐ We work with outside partners to recycle widely used items not acceptable through WCU's single-stream system (e.g., Terracycle)

FOR MORE INFO AND HELP

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Stephen McStravick, Custodial Operations Manager:
Republic Services:
Recycling flyers & documents that can be posted & shared:
Teresa Hudson, Director, Technical Support Services:
Jim Boudwin, Supervisor, Facilities Stores:
Sustainability Council Zero Waste Committee:
Surplus Office Supplies:

smcstravick@wcupa.edu, x1083
www.republicservices.com
https://www.wcupa.edu/_information/AFA/Facilities/recycling.aspx
thudson@wcupa.edu, x2238 (for electronics recycling)
jboudwin@wcupa.edu, x2918
<https://wcupa.sharepoint.com/sites/ZeroWasteCommittee>
[Surplus Office Supplies List](#)

More Green Office Program information:

wcupa.edu/sustainability/greenofficeprogram