

Campus Electronics Recycling Collection Program and Great Stuff Exchange

Wednesday, September 15th is Reuse Day of Sustainability Week at UIC.

Does your office have electronic equipment that is gathering dust that needs to be scrapped or recycled? The Campus Electronics Recycling Collection Program could provide the *connectivity* you are looking for.

In addition to the CERC, exchange your office supplies at the Great Stuff Exchange! Don't waste money buying brand new staplers, scissors, or other equipment. Keep your binders and bumper stickers out of the garbage! More information available at <http://sustainability.uic.edu/sustainabilityweek/gsx.html>.

Instructions for Campus Electronics Recycling Collection Program

As part of UIC Sustainability Week, one office's problem could become another office's solution through the Campus Electronics Recycling Collection (CERC) program. Whether it's a hard drive, printer, copier, or another peripheral, here's all you have to do:

Go to <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=913776> and scroll down to "Disposal of Unneeded Equipment" to download a "Request to Dispose of Equipment as Scrap or Surplus" form to your desktop. You'll need the PTAG number, or if that's not available, the serial number.

Describe it: surplus or scrap.

You'll need to put an Org code on the form as well (if the item is in Banner). Don't forget the name of the person in your department for approval.

- Hard drives must be scrubbed with a "scrubbed" sticker. If not, then someone in Property Accounting will have to *degauss*.
- A hard drive and a monitor must be listed separately, in case a department wants one and not the other.
- Cords, chargers, cables, keyboards and mice should be boxed together and listed separately from the hard drive or monitor. However, power supplies should remain with laptops.

Complete the form and submit it by Monday, September 13th, by email to obfsuafproperty@uillinois.edu for Property Accounting approval.

Then bring your approved form, your items, and any information about them on September 15th to:
Lawn South of Hull-House, 800 S. Halsted, 10:00 a.m. to 2:00 p.m.

Work on the Medical Center Campus? Or can't make it on the 15th? Don't fret: CERC will be repeated one week later:
Wednesday, September 22nd
Lawn South of Student Center West, 10:00 a.m. to 2:00 p.m.

Contact: Joe Iosbaker, Office of Sustainability for information on the Event: Phone 312-413-9816
Email: iosbaker@uic.edu

For Disposal form questions, Contact either:

Janet Ayers
Jayers2@uic.edu or 312-996-2858

Juana Rodriguez
Juana@uic.edu or 312-996-7321

Instructions for Great Stuff Exchange

Student Center East, 1st Floor (West Concourse)
10:00 am - 2:00 pm

Can't make it to the Great Stuff Exchange? Drop off your materials at the Office of Sustainability, 1140 S. Paulina, Room 117 PSB, from now until 9/10. Call the office to make sure staff is available (312-413-9816).

Contact: Joe Iosbaker, Email: iosbaker@uic.edu