DESK-SIDE RECYCLING AND CENTRALIZED TRASH AT PENN

WHAT?

Rather than having both trash and recycling at each desk station, centralized trash and desk-side recycling utilizes one or more trash bins in a centralized location and multiple smaller recycling bins at each person's desk.

Occupants either do not have a trash bin at their desk or are given a much smaller "mini-bin" for waste materials.

Occupants are responsible for taking their trash to a central location, while their recycling is still picked up by housekeeping staff.

SOURCES

University of Louisville Mini Bin Program
CleanRiver Recycling Solutions Mini Bin Program
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WHY?

Desk-side recycling and centralized trash can improve participation by making recycling easier. By making the extra effort to place things in a central trash, volumes can be significantly reduced, helping Penn reach its waste diversion goals. It also benefits FRES Housekeeping by reducing the time housekeepers spend emptying individual trash cans and saving costs associated with plastic trash can liners.

Help FRES Housekeeping staff and support the University's waste diversion goals by switching to desk-side recycling and centralized trash.

SOURCES

FMLink Recycling at Work study
IUPUI University's Implementing Deskside Program
**HOW TO DO IT**

1. **Perform a Binventory.** A binventory is an inventory of the trash and recycling bins in a space. Before implementing, it is important to know how many and where bins already exist, and what type and quantity of bins you will need to get. You can find a binventory template in the Downloads section of the Penn Sustainability webpage linked here.

2. **Work with your Building Administrator to purchase desk-side recycling bins for staff.** You can also purchase mini desktop trash bins for staff to empty themselves into central trash locations. Standard 7-gallon desk-side recycling and mini desktop trash bin examples are below.

   - **Standard 7-gallon desk-side recycling bin**
     Telrose Item #373860 in the Penn Marketplace

   - **Standard 0.5 gallon mini trash bin**
     Available to purchase from CleanRiver Recycling Solutions (vendor #544394 in the Penn Marketplace)

3. **Clearly label the new central trash bins and be sure employees are aware of their locations.** Utilize the standard trash and recycling signage from the FRES website.

4. **Provide staff with information about why this program is important and about new responsibilities for waste management.** Ensure employees understand what should be recycled desk-side and what must be thrown away in the central trash bins.