

Monday, 6.6.11

**Dear Principals, Custodians, Teachers, Staff, Students, and Administration-**

Hello, I hope this e-mail finds you well, and enjoying the start of June.

Below, please find our green **Tip of the Week**, and an **end-of-year Waste Reduction / Recycling Update**. As the end of the school year is fast approaching, cleaning out lockers, classrooms, and offices means thinking carefully about what to put in recycling instead of the trash. Your actions will help divert waste from the landfill and incinerator, saving energy, and reducing emissions and chemical waste. See below for a detailed list of items you may be wondering about. Feel free to share this list with students and colleagues, and remind people around you to recycle items instead of simply throwing them away.

Thanks for taking the time to read.

- Tip of the Week: Conserve water by using water only when necessary. **Why?** *Because water is a natural resource, and water-conserving measures also save energy.*
- End-of-Year Waste / Recycling Update:

(Questions? Feel free to reply to this e-mail, or e-mail Meryl Brott, Recycling Manager, mbrott@cambridgema.gov)

PLACE IN RECYCLING BLUE BINS / TOTERS (\*all blue toters are now for SingleStream Recycling, which means you can put all recyclables in one toter\*) :

**PAPER & CARDBOARD**, including **NOTEBOOKS & UN-USABLE BOOKS**: Please make every effort to recycle all that PAPER!! Notebooks, file folders, construction paper, magazines, workbooks, white and colored paper, index cards, paper posters, and pocket folders can all be recycled. Even soft and hardcover books that aren't good for reuse can be recycled. No need to remove paper clips, staples, or spiral binding. Paper items that can be REUSED should go to a reuse closet / collection area.

**CONTAINERS**:

Place rinsed bottles and cans in the blue bins & toters.

### RIGID PLASTICS:

Large rigid plastics, like buckets, toys and baskets can go in your recycling totes

### ELECTRONICS - COMPUTER EQUIPMENT:

Give extra computer equipment and related items to your school's tech liaison. Examples include: scanners, power adapters, speakers, keyboards, mice, cords, etc.

### APPLIANCES & OTHER ELECTRONICS:

Give anything with a plug that's not MIS-distributed to your school's senior custodian. Examples include: microwave, toaster oven, CD player, etc.

### FLUORESCENT LIGHT BULBS, NON-ALKALINE BATTERIES & PRINTER CARTRIDGES:

Give to your school's senior custodian. Some ink jet and laser printer cartridges can be returned to the manufacturer, or you may have a fundraising collection in place. (To find out more family liaisons can contact: jimcusack2003@gmail.com.)

### COMPUTER FLOPPY DISKS, ETC.:

Sorry, old computer disks go in the trash.

### CLOTHING & REUSABLE SCHOOL SUPPLIES:

Items that can be REUSED, including binders, pens, pencils, art supplies, clothes, books, CDs, DVDs, audio books, and records should be collected separately to be kept out of the trash and given a new life. Place collection boxes around your school and have items donated (some orgs will pick-up donations). Be sure to work with the senior custodian on this. You may already have a collection area in your school for reusable items.

### SCRAP METAL:

Custodians collect large metal items such as tables, chairs, desks and cabinets for recycling. Pickup is scheduled with DPW. DONATION DROP-OFF SPOTS: There are many donation places in the area, including:

Big Brother Big Sister Foundation - will pickup donations:

[www.bbsfoundation.org](http://www.bbsfoundation.org) - Accept: appliances (small), bedding, draperies, books, toys, clothing, electronics, household goods and more.

Goodwill - 520 Mass. Ave., Central Square / 230 Elm St., Davis Square - Accept: antiques, small appliances, artwork, bedding, curtains, books, decorative pillows,

bicycles, music, DVDs, jewelry, clothing, clean rags, accessories, kitchenware, household goods, sporting goods.

More donation locations can be found here:

<http://www.cambridgema.gov/theworks/ourservices/recyclingandtrash/curbsidecollections/getridofitright/furnitureandhouseholdgoods.aspx>

Thanks.

Have a great week. **-Kristen**