

Instructions for Reuse, Recycling, and Disposal during a Move

Furniture, Lamps, and University Property

Unwanted, usable furniture and other university property can be donated to charity. Prior to your move, fill out and submit a Materiel Management Services Request form (MMSR) with a list of items to be donated. In the comments section of the form, provide the name, address, telephone number, and tax-exempt ID number of the organization. Materiel Management will prepare a donation receipt and send it to you with further instructions. The organization has five to seven working days to remove the property after you have received the donation receipt. Remove the property label before property leaves the university. For a list of local organizations that accept donations, go to MDrecycles.org.

Computers, Telephones, Electronics

University electronics must be removed by Materiel Management. Prior to the start of your move, contact OTS to have hard drives removed. After the hard drives have been removed, the computers can then be disposed. Complete a Materiel Management Services Request form (MMSR), available in the forms repository. Select "Disposal" in the field "Type of Service." Electronics are recycled through TU's electronics recycling vendor.

Documents and Paper

Prior to moving, evaluate your records to determine if anything can be disposed prior to the move.

Generally, you must manage your records as required by the University's approved Records Retention and Disposal Schedule. For more information, visit the Records Management section of Materiel Management's web page (<http://www.towson.edu/facilities/services/materiel/records.html>).

Papers that contain personal or sensitive information must be shredded. Departments with more papers that need to be shredded than can be handled in office shredders should consider utilizing the University's shredding service contracted vendor. Contact the Procurement Office for information on the current contract. The service is charged to the department.

Papers that do not need to be shredded should be recycled in the university's single stream recycling.

Place them in any of the blue (or green) recycling bins in buildings. If you have a large quantity, contact TU's housekeeping contractor at 410-704-2610 to request large recycling bins called "Mondos," and to request subsequent pickup of filled Mondos.

Printer Cartridges, Batteries, Fluorescent Light Bulbs

The university accepts these items for recycling. Printer cartridges can be dropped off at a variety of locations on campus. They can also be picked up by housekeeping. Small batteries can be dropped off at a variety of locations on campus in the containers provided. See www.towson.edu/recycling for locations and details of drop locations.

Office Supplies

Office supplies such as trays, files, staplers, etc. that can be reused should be moved with other items or put back into the department's supply closet. If your department can no longer accommodate these items, ask other departments if they can use them. They should only be trashed as a last resort.

Personal Items

Items in good condition can be donated to charity. Go to MDrecycles.org for a directory of organizations throughout Maryland that accept donated and hard to recycle items. Items that need to be recycled but that are not collected at Towson can often be recycled through organizations in the community. Baltimore County residents can dropped off most household recyclables at any of Baltimore County's three Waste Management Facilities: Eastern Sanitary Landfill Waste Management Facility (White Marsh), Baltimore County Resource Recovery Facility (Cockeysville), and Western Acceptance Facility (Halethorpe). If you live in Maryland outside of Baltimore County, Maryland Department of the Environment has a list of [waste management facilities](#) in Maryland sorted by county.

Trash

Disposal of items to the landfill should be the last resort. If you have a large quantity, contact TU's housekeeping contractor at 410-704-2610 to request large trash bins called "Mondos" and for pickup of filled Mondos. If the item is too large to be placed in a Mondo, complete and submit a Materiel Management Service Request form (MMSR) and select "Disposal" in the field "Type of Service."

Cardboard

Materiel Management reuses the cardboard packing boxes distributed for move projects. After unpacking, fold the boxes flat, place them in a secure area and call x4-2479 for pick up. Mark or label as "NOT TRASH." To recycle other cardboard, use one of the single-stream recycling bins or request a Mondo from TU's Housekeeping contractor.

Contacts

Material Management: 410-704-2479

Housekeeping (Recycling & Waste Disposal): 410-704-2610

Department of Planning: 410-704-3750

Office of Sustainability: 410-704-3409