

Material for Recycling	Description of Material	Collection Method
<b>Food and Beverage containers/Mixed Recycling</b>	<b>Glass, plastic and metal</b> – can all be co-mingled – no need to segregate! Accepted: <b>Plastic #1-7</b> (no Styrofoam); <b>Any type of metal:</b> aluminum, tin, steel, etc; <b>Any glass:</b> bottles, jars, etc (no leaded glass) Plastics must be clean, no food residue!	Look for a beverage recycling container (round hole for depositing container) located outdoors in common walking areas and indoors at food service/vending areas. Also look for blue Mixed Recycling totes in office and break areas. Comments: Spray cans may only be recycled if completely empty. Full and partially full cans must be disposed of through EHS.
<b>Office Paper (high-grade)</b>	Office paper includes: <ul style="list-style-type: none"> <li>• computer print-out</li> <li>• ledger</li> <li>• bond writing paper</li> <li>• stationery</li> <li>• envelopes (except Kraft)</li> <li>• copy paper</li> <li>• windowed envelopes</li> <li>• file stock (old files)</li> <li>• NCR forms</li> <li>• manila folders</li> <li>• pamphlets</li> <li>• spiral books/catalogs</li> </ul> Glossy paper meeting the above description is OK to include.	Deposit in recycling container at your desk or in a <b>blue</b> "office mix" recycling tote located in the hallway or printer area of your building. (Contact Physical Plant if you need a recycling container for under your desk)  <b>Comments:</b> No need to remove staples, clips, rubber bands, or other types of binders.  <b><i>Please do not contaminate this waste stream with food waste or oily waste!</i></b>
<b>Low-grade Paper</b>	Low grade paper includes: <ul style="list-style-type: none"> <li>• vendor catalogs</li> <li>• other soft-covered books with bindings (glue)</li> <li>• magazines</li> <li>• telephone books</li> <li>• newspapers</li> </ul>	Deposit in specially marked 90-gallon <b>green</b> trash totes located centrally throughout campus buildings. These totes are labeled "Newspaper and low grade paper recycling." <b><i>Please do not contaminate this waste stream with food waste or oily waste!</i></b>
<b>Cardboard</b>	Cardboard boxes, including clean boxes that previously contained consumer items such as cracker boxes, cereal boxes, tissue boxes, etc. Please remove plastic liners. Color and printed boxes are acceptable. <b>Not acceptable:</b> boxes contaminated with food (such as pizza boxes with residual pizza), wax coated boxes.	Break down cardboard and leave next to your regular trash. Custodians will remove this separately for recycling.  <b>Comments:</b> Areas that generate a high volume of cardboard can request a cardboard recycling container for their building.
<b>Paper Shredding Services</b>	Any confidential papers	Place a work order in the Physical Plant system to pick up the confidential paper for shredding at the Print Shop, or place in any locked recycling bin labeled "Confidential". Paper is then sent for recycling <b><i>Please limit the use of the locked recycling bins to CONFIDENTIAL papers only!</i></b>
<b>Scrap Metal</b>	All types of scrap metal are included.	Call Physical Plant at ext. 7356 or put in a work order for a pick up.  <b>Comments:</b> There is also a scrap metal dumpster in the courtyard by Cogan Hall. This is for CLEAN metal only - oily metal parts will cause environmental contamination when mixed with rainwater.

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<b>Printer Cartridges</b>	Printer ink and toner cartridges	Send to Computer Services in HGB 119 by interoffice mail <b>Comments: Fax toner cartridges should be sent back to manufacturer</b>
<b>Copier toner canisters</b>	Toshiba toner cartridges	Cap both ends and place in labeled recycling container at the copier machine, or in any "bottle and cans" recycling container. Can also be sent back to manufacturer if mailer included with new toner.
<b>Batteries</b>	All types of batteries are included: <ul style="list-style-type: none"> <li>• alkaline</li> <li>• lead acid</li> <li>• lithium ion</li> <li>• magnesium</li> <li>• nickel cadmium</li> <li>• mercury</li> <li>• lead</li> <li>• silver oxide</li> </ul>	Battery collection container locations: <ul style="list-style-type: none"> <li>• ADM, room 275, Break room</li> <li>• AMZ, room 105, Break room counter</li> <li>• BRN, room 005 Video/ TV office</li> <li>• BTC, Math Dept. Suite 1st floor, near microwave</li> <li>• BTC, room 231 Math Dept. Suite 2nd floor, near microwave</li> <li>• BTC, room 1079 Video Services</li> <li>• CC, room 130, CAAT Office</li> <li>• CC, room 270, Health Services</li> <li>• COG, room 156 Automotive Tech</li> <li>• FTZ, room 155 Dental Hygiene office</li> <li>• GUN, room 224, Reception Desk</li> <li>• HGB, room 119, Computer Services</li> <li>• HUD, room 132 Construction Tech Break room</li> <li>• LSB, room 119 Copy room</li> <li>• LSB, room 136 Maintenance office</li> <li>• MRV, room 109 Faculty wing by copier</li> <li>• MRV, room 131 Library Office by copier</li> <li>• WIL, room 156 Tech Assistants Office</li> <li>• WIL, room 120 Tech Assistants Office</li> <li>• SCI, room 076 Discard room</li> <li>• SCI, room 319 Suite Break room</li> <li>• Jordon Road, Respiratory Care Suite 2<sup>nd</sup> floor</li> <li>• Tec-Smart, room 105</li> </ul> <b>Comments:</b> <i>Batteries from home or personal use are not accepted since the college must pay for recycling costs.</i> To obtain a battery recycling container for your department or building, contact Maxine Ortiz at ext. 7787. Physical Plant collects containers every 6 months. Submit a work order if pick-up is needed earlier.
<b>Appliances</b>	Any college owned device that plugs into an outlet	Contact Inventory for surplus and recycling 629-7141
<b>Packing Materials</b>	Bubble wrap, sealed air bags, foam peanuts from shipment of boxed items	Please contact: Physical Plant Building, Attn: Maxine Ortiz 7787
<b>Special Pick-ups</b>	If departments have materials for recycling needing a special pick up, contact Physical Plant at ext. 7356 or submit a work order.	
<b>Regular Trash Prohibitions</b>	These items include: <ul style="list-style-type: none"> <li>• liquids</li> <li>• chemicals</li> <li>• batteries</li> <li>• appliances</li> <li>• tires</li> <li>• oily rags</li> <li>• oil filters</li> <li>• used oil</li> <li>• fluorescent bulbs</li> <li>• paints</li> <li>• herbicides</li> <li>• pesticides.</li> </ul>	<b>As per NYS regulations, these items must NOT be placed in the regular trash.</b>  Contact the Environmental Health and Safety Dept. at ext. 7163 for proper disposal of these materials.