



Every building in New York City is required by law to recycle its waste. The **Green Initiatives Committee** has developed the “**York College Recycling Procedures**” in order to assist in the process.

1. Paper and Cardboard Recycling

A few types of paper shouldn't be recycled: tissues, paper napkins; heavily soiled paper; coated food containers; paper plates or cups; and hardcover books.

- Small cardboard containers for paper recycling will be placed in every office, classroom and hallway.
- Custodial workers will pick up the paper at scheduled times.
- Royal Recycling will collect this paper once a week.

2. Metal, Glass and Plastic Bottles Recycling

Only metals cans and glass/plastic bottles, jars, or jugs may be placed into the recycling containers. Any other glass/plastic, such as trays, tubs, plastic bags, plastic toys, plate glass, drinking glass, etc. should NOT be placed in these recycling containers

- 20 gallon slim-jims with holes for cans, bottles, jars, and jugs will be strategically placed throughout hallways. Custodial workers will pick up these recycling slim-jims at scheduled times.
- 40 gallon barrels with one hole for cans, bottles, jars, and jugs will be strategically placed outside the core building. B&G workers will pick up the recycling barrels at scheduled times.
- Royal Recycling will collect the metals, glass, and plastic recycling once a week.

3. Electronic Equipment Recycling

- Follow the “York College Electronic Equipment Management Procedure”.

4. Furniture Recycling

- B&G will pick up large mixed garbage, including broken furniture, and collect it in 40 yard roll off.
- Royal Recycling will collect the roll off once per month.

5. Wooden Pallet Recycling

- B&G will pick up wooden pallets from loading dock and stack them.
- Royal Recycling will collect wooden pallets according to need.

6. Printer, Fax, Copier Ink Cartridge Recycling

- When purchasing new ink cartridge from Staples, there should be a self- addressed; prepaid return label inside the box, keep the box and label, send the empty ink cartridge for recycling through the mail room.
- If there is no label, please contact the EHS Office at Ext. 2772 and bring the ink cartridge to Room 1D10 for recycling.

7. Used Batteries Recycling

Used batteries must be packaged for transportation individually or in a manner that prevents short circuiting and damage to the battery or its terminals.

- The pre-packaged used batteries should be placed in a cardboard box labeled, “Used Batteries”, and then be brought to B&G for recycling.

8. Cooking Oil Recycling

- Cafeteria should place used cooking oil in a 30 Gallon Drum.
- Cafeteria should use their own contractor to collect the used cooking oil twice a month or when the oil tank is 80% full.

9. Motor Oil Recycling

- Royal Recycling will pick up the used oil once a week.



It will take the efforts of the entire York College community to make this recycling program a success. Contact the EHS Office at extension 2662 or 2772 for information regarding the York College recycling procedures.