



Hudson Valley Community College Recycling Guide



Material	Description of Material	Collection Method
Mixed Recycling	<p>Glass: Bottles, Jars, etc.</p> <p>Plastic: All Plastic Bottles & Containers (#1-7) with Caps & Lids ATTACHED. Rigid Plastics.</p> <p>Metal: Cans; Clean, Balled Aluminum Foil (2" or Larger); Pie Pans; Empty Aerosol Cans (No Caps)</p> <p>Paper: All Office Paper; Envelopes; File Folders; Glossy Paper and Magazines; Newspaper; Phone Books; Catalogues; Paper-Back Books; Pizza Boxes; Paper Egg Cartons; Paper Milk/Juice Cartons (No Foil Pouches); Paper Bags</p> <p>Do Not Include: Drinking Glasses; Hangers; Hard Cover Books; Hazardous Waste; Hoses, Ropes, Wire, Cords, Chain, or Cable; Leaded Glass; Light Bulbs; Mirrors; Napkins; Needles, Syringes and Medical Waste; Paper-To-Go Containers; Paper Towels; Plastic 6-Pack Holders; Plastic Bags; Plates; PVC Pipes; Pyrex; Styrofoam</p>	<p>Look for Mixed Recycling totes and bins in office and break areas. Items should be empty and free of residues.</p> <p>Contact Physical Plant for special bins for heavy or bulky items such as multiple magazines or catalogues.</p> <p>Comments: Spray cans may only be recycled if completely empty. Full and partially full cans must be disposed of through EHS.</p> <p>No need to remove staples, clips, rubber bands, or other types of binders.</p> <p>Dispose of slides and other lab glass in glass waste bins in Science Center</p>
Cardboard	<p>Cardboard and Cardboard Boxes. Color and printed boxes are acceptable. <i>Please remove plastic liners.</i></p> <p>Do Not Include: Boxes Contaminated with Food, Wax-Coated Boxes.</p>	<p>Break down cardboard and leave next to your regular trash or recycling. Custodians will remove this separately for recycling.</p> <p>Comments: Areas that generate a high volume of cardboard can request a cardboard recycling container for their building.</p>
Paper Shredding Services	<p>Any Confidential Papers</p>	<p>Place a work order in the Physical Plant system to pick up the confidential paper or place in any locked recycling bin labeled "Confidential". Paper is shredded at the Print Shop and then sent for recycling</p> <p>Please limit the use of the locked recycling bins to CONFIDENTIAL papers only!</p>
Scrap Metal	<p>All Types of Scrap Metal</p>	<p>Call Physical Plant at x7356 or submit a work order for a pick up.</p> <p>Comments: There is also a scrap metal dumpster in the courtyard by Cogan Hall. CLEAN metal only - oily metal parts will cause environmental contamination when mixed with rainwater.</p>
Printer Cartridges	<p>Printer Ink and Toner Cartridges</p>	<p>Send small amounts to Information Technology in HGB 116 by interoffice mail</p> <p>Comments: Fax toner cartridges should be sent back to manufacturer.</p>
Copier Toner Canisters	<p>Toshiba Toner Cartridges</p>	<p>Send back to manufacturer if mailer included with new toner. Or cap both ends and place in any Mixed Recycling container.</p>



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Appliances	Any college-owned device that plugs into an outlet	Contact Inventory for surplus and recycling (518) 629-7141
Batteries	All types of batteries are included: <ul style="list-style-type: none"> • Alkaline • Lead Acid • Lithium Ion • Magnesium • Nickel Cadmium • Mercury • Lead • Silver Oxide 	Battery collection container locations: <ul style="list-style-type: none"> • ADM 275 - Break room • AMZ 105 - Break room counter • BRN 005 - Video/TV office • BTC, Math Dept. - 1st floor suite, near microwave • BTC 231, Math Dept. - 2nd floor suite, near microwave • BTC 1079 - Video Services • CC 130 - CAAT Office • CC 270 - Health Services • COG 156 - Automotive Tech • FTZ 155 - Dental Hygiene office • GUN, 224 - Reception Desk • HGB 119 – Information Technology Services • HUD 132 - Construction Tech Break room • LSB 119 - Copy room • LSB 136 - Maintenance office • MRV 109 - Faculty wing by copier • MRV 131 - Library Office by copier • WIL 156 - Tech Assistants Office • WIL 120 - Tech Assistants Office • SCI 076 - Discard room • SCI 319 - Suite Break room • Jordon Road, Respiratory Care - 2nd floor suite • Tec-Smart - room 105 <p>Comments: <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 (518) 629-7787. Physical Plant collects containers every 6 months. Employees can submit a work order if pick-up is needed earlier.</p>
Packing Materials	Bubble wrap, sealed air bags, foam peanuts	Submit a Physical Plant work order to send to Maxine Ortiz in LaPan 111.
Special Pick-ups	Any materials for recycling needing a special pick up,	Submit a Physical Plant Work Order or call (518) 629-7356.
Regular Trash Prohibitions	These items include: <ul style="list-style-type: none"> • liquids • chemicals • batteries • appliances • tires • oily rags • oil filters • used oil • fluorescent bulbs • paints • herbicides • pesticides. 	<p><i>As per NYS regulations, these items must NOT be placed in the regular trash or recycling</i></p> <p>Contact the Environmental Health and Safety Dept. at (518) 629-7163 for proper disposal of these materials.</p>