



New York Medical College Policy and Procedure Manual

Section: FACILITIES MANAGEMENT	No.: FM.113
	Date: Feb. 1, 2009
Subject: RECYCLING PROGRAM	Page 1 of 3
	Supersedes: New

I. Purpose

To provide for a College Recycling Program.

II. Scope

This policy applies to all College faculty, staff and students.

III. Definition

Recycling refers to separation from the College's solid waste stream, items that can be recycled/reprocessed such as paper, cardboard, plastic, glass, and aluminum. The College is utilizing "Single Stream Recycling" where all recyclable materials are collected into the same containers and do not need to be segregated.

Types of Recyclable Materials:

Acceptable Materials

Flattened Cardboard
Magazines
Office Paper
Junk Mail
Phone Books

Paperboard
Brown paper Bags
Newspaper

Plastic Bottles
Glass Bottles and Jars
Aluminum Cans
Aluminum Foil and Pie Tins
Steel Cans and Empty Aerosol Cans
Shredded Paper

Unacceptable Materials

Food Waste
Soiled Materials
Paper Towels and Cups
Food Wrappers
Detergent, Solvent, or Chemical
Containers
Paint Cans
Pottery
Ceramic

Lab Glass
Light Bulbs
Plastic Bags
Wood
Toner Cartridges

IV. Policy

Issued By:	Approved By:
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It is the policy of New York Medical College to comply with the Westchester County Recycling Law by separating, collecting, and properly disposing of materials that can be recovered and recycled.

V. Procedure**A. Faculty, Staff, and Students:**

1. The College Community should separate their recycled items from trash/garbage and place them in the correct containers. Recyclable materials should be deposited in blue containers that are marked for this purpose. These containers are located in hallways, office kitchens, and/or lounge areas, beside the desks of faculty and staff, in copy rooms, computer labs.
2. Cardboard boxes should be flattened and left next to the blue recycling containers. Plastic wrapping and Styrofoam should first be removed from the boxes and discarded as trash.
3. Do not deposit rubbish of any sort in the blue recycling containers.
4. The collection dumpsters on site are for College generated trash or recyclables only. Trash and recyclables generated offsite/at home should be handled, collected, and discarded properly at their source.

B. Housekeeping Staff:

1. The Housekeeping Staff is responsible for collecting the recycled materials from the blue containers and the flattened discarded cardboard boxes left next to blue recycling containers.
2. Any plastic wrappings or styrofoam packing left in the boxes must be discarded as trash.
3. The Housekeeping staff will transport the collected recyclables to the appropriate exterior recycling dumpsters for pickup.

C. Carting Contractor:

1. The College- contracted carting company will provide and maintain large exterior collection dumpsters strategically located around the campus for the recyclable materials.
2. The carting contractor will service (empty) the dumpsters on a weekly schedule.

D. Facilities Management:

1. Supply, distribute, and maintain recycling receptacles in designated locations such as offices, copy rooms, hallways, office kitchens, or lounge areas.
2. Issue, monitor, and maintain contracts with both Housekeeping and Carting for the proper pickup and disposal of the recyclable materials.

VI. Responsibility:**A. Faculty, Staff, and Students:**

1. All parties at the College have a role in the Recycling process to properly separate and dispose of recycling materials in the correct receptacles.

B. Housekeeping Staff:

1. The Housekeeping staff will inspect the contents of the receptacles to make a determination that the majority of the contents are recyclables or trash to avoid contamination.
2. The Housekeeping staff will collect the materials from the receptacles and transport the materials to the appropriate dumpsters.
3. Housekeeping will report back to Facilities Management any violations of the trash/recycling separation

C. Carting Contractor:

1. The carting contractor will service (empty) the exterior dumpsters on a scheduled weekly basis.

D. Facilities Management:

1. The Facilities Management Department will monitor and manage the recycling program.