



Procurement and Sourcing Services

Effective Date:	March 7, 2012
Last Update/Revision:	
Initiating Department:	Procurement and Sourcing Services
Responsible Department:	Procurement and Sourcing Services
Authorizing Person:	VP for Finance and Treasurer
Policy Number:	P1081

Policy Name: Recycling

Purpose: To establish recycling guidelines and provide information about recycling programs available throughout the University.

Policy: The University supports all efforts to recycle, repurpose and reuse. The following items are currently part of recycling programs on campus:

Paper, cans, glass – There are blue recycling containers strategically stationed throughout the campus

Batteries – There are a few recycling containers at each campus

Toner Cartridges – Departments should not throw used toner cartridges in the trash. Toner cartridges may be recycled free of charge through several of our suppliers, namely; Xerox, Tech Depot and Office Depot.

Fluorescent lights – Departments should contact their Facilities and/or Buildings and Grounds Departments.

Computer Equipment – New York State law prohibits trash disposal of computer equipment. The University arranges for computer disposal at a certified recycling facility on an 'as needed' basis. Departments must contact the IT department to pick up, cleanse and recycle all computer equipment.

This Policy Applies to: All Departments

Procedure: Contact Procurement and Sourcing Services for the most up to date instructions.

Exceptions: None

Forms: [Refer to "Hazardous Materials Policy" P1075](#)