

# RECYCLING

<p><b>Paper &amp; Cardboard</b></p>	<p>All non-confidential papers (copy, printer, newspaper, cardboard) will be recycled. Place cardboard aside and let Operations staff know to remove to dumpster. For other papers, use special recycling bins in division offices (<b>Special Ed, Business Office, CTC Office, Alt HS Office &amp; Operations Office</b>).</p>
<p><b>Non-Deposit Bottles/Cans</b></p>	<p>All non-deposit bottles (plastic, glass or metal) will be recycled. Place bottles in special recycling bins in the following areas: <b>Cafeteria, Operations Office, Alt HS Office and CTC Breakroom</b>. Returnables should be brought to the Operations Office for return to vendor.</p>
<p><b>Inkjet Cartridges</b></p>	<p>All Inkjet cartridges will be recycled. Bring all inkjet cartridges to the <b>Operations Office</b> for recycling and place in the box marked for inkjet cartridge recycling. Cartridges may also be returned to <b>Computer Services</b>.</p>
<p><b>Toner Cartridges</b></p>	<p>All toner cartridges will be recycled. Bring all toner cartridges to the <b>Operations Office</b> for recycling and place in the box marked for toner cartridge recycling. Cartridges may also be returned to <b>Computer Services</b>.</p>
<p><b>Old Cell Phones</b></p>	<p>All old cell phones will be recycled. Take your cell phone to the BOCES cell phone contact person (currently this is Lisa Royal).</p>
<p><b>Batteries</b></p>	<p>The following types of batteries will be recycled: Ni-MH; NICAD; LI-ION; and small sealed Lead Batteries. <b>Alkaline or non-rechargeable batteries are not recycled.</b> Bring all old batteries to the <b>Operations Office</b> for recycling and place in the box marked for batteries (or return entire cell phone through the BOCES cell phone contact person) .</p>
<p><b>Computer Components</b></p>	<p>Contact <b>Computer Services</b> for disposal.</p>
<p><b>Tires Waste Oil Light Bulbs Scrap Metal Ballasts Mercury Products etc.</b></p>	<p>Make special arrangements with the <b>Operations Office</b> at extension 4380.</p>