

# Recycling Resource Guide

This guide explains all of the recycling initiatives at LIU Post.

1. **Batteries.** There are recycling bins specifically marked for batteries on the first floor of Hillwood Commons, the Library, the POD in Pell Hall, Humanities Hall, and the Pratt Recreation Center. The bins are black and orange and are located next to each building's centrally located recycling station.
2. **Books.** Circle K, the community service organization at LIU Post, collects books for the charity Better World Books. There are two collection boxes, one located near the Hillwood Info Desk and the other in the Interfaith Center. Periodically, the Schwartz Memorial Library also accepts book donations.
3. **Cans.** They could be aluminum, steel, or tin. All cans can be recycled in any recycling bin marked for plastics and cans. All of the cans with a 5-cent deposit go towards a recycling scholarship that is awarded to a student each April.
4. **Cardboard.** Cardboard should be placed in any paper recycling bin on campus. If a cardboard box is too large, please flatten it and place it next to the paper recycling bin. Your building's custodial staff will remove and recycle this cardboard. You may also contact Facilities Services with any questions.
5. **Clothes.** There are no clothing donation bins on campus, but various student clubs occasionally sponsor clothing drives on campus. If you have unwanted clothing, you may wait for one of these drives or drop them off at regional clothing donation bins.
6. **Electronic Waste.** If your department has computer equipment that is no longer useful, contact Information Technology at x2281. Discarded computer equipment will be redistributed to other offices, salvaged for usable parts, or, if obsolete, disposed of in an environmentally responsible manner. Household e-waste should not be sent to IT, unless IT/Facilities Services advertises otherwise. Please refer to the attached listing from GreenChip.
7. **Food Waste.** At this time, LIU Post does not have a composting program. However, if you are aware of any cost-effective programs appropriate for LIU Post, please contact the Green Office program.
8. **Furniture.** If your office has any surplus furniture or office equipment, before discarding, contact Facilities Services at x2277. They may be able to give your furniture a second life.
9. **Glass.** In order to avoid liabilities and safety hazards from broken glass, the LIU Post Recycling Program does not recycle glass. Instead, please recycle glass through your municipal recycling program.
10. **Light Bulbs.** Facilities Services manages all overhead building lights; please contact them at x2277 to address any of your overhead lighting concerns. LIU Post does

recycle all affected lamps including but not limited to fluorescent lamps and compact fluorescent light bulbs.

11. **Paper.** LIU Post uses large volumes of paper. You can place a wide variety of paper products in the recycling bins marked for paper. See the attached list of acceptable paper and cardboard materials. Please ensure that there is no other waste besides the appropriate materials in these bins. Otherwise, all of the paper in that bin will be thrown out with the regular trash. (LIU cannot recycle contaminated paper as per our contract with our waste hauler.)
12. **Plastics.** Any plastics marked #1-5 may be placed in the recycling bins marked for bottles and cans. Please rinse out any bottles and make sure the material is free of any food waste. Otherwise, your office will be susceptible to odor and insect problems. Any plastic bottles with a 5-cent deposit will also go towards the recycling scholarship.
13. **Printer Cartridges** We are accepting all inkjet or toner cartridges (ANY brand). When you have a spent cartridge, please place it in the original manufacturer/vendor carton and seal with tape. (For Xerox cartridges, you are no longer required to affix any shipping labels). Then, send your cartridges via inter-office mail to Shipping and Receiving or if necessary contact Facilities Services at x2277 to schedule a pick-up.