

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
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General

Recycling of material is the responsibility of the entire college community. It is the intention of the Plant and Maintenance Department staff to make recycling activities as convenient as possible.

Effective August 23, 2011, all CCM Departments are required to recycle cardboard and corrugated material, office paper, computer paper, glass (white and colored bottles/jars which contained food and are washed), aluminum beverage cans, various plastic containers, newspaper and magazines.

Authority

New Jersey Statewide Source Separation and Recycling Act P.L.1987, C 102, April 20, 1987 for all New Jersey business establishments and institutions.

Director of Plant and Maintenance

Responsibility

Associate Director of Plant and Maintenance  
Supervisor of Custodial and Grounds  
Supervisor of Evening Custodial  
All Employees

Procedure

1. Recyclables for office material can be co-mingled.
2. Plastic tote boxes are provided to each office area for recyclables.
3. Cardboard and corrugated material must be flattened and retained in the office area until picked up. Exceptions are the food service vendor (Cafeteria) and Campus Store which has a dumpster for corrugated.

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4. Glass (white and colored bottles/jars which contained food and are washed) is disposed of at various points on campus in containers marked for recycling only. Plastic food & beverage containers and rigid plastics bottles that are recyclable are coded with #1 #2, #5 & #7, on the bottom. Plant and Maintenance will collect the glass and plastic and dispose of it in the dumpster located at Sheffield Hall labeled "Glass & Plastics only". The Food Service Vendor will collect and dispose of plastic food & beverage containers and rigid plastics bottles that are recyclable in the food service areas. (Reference Attachment 1 for type of plastic container to be recycled).
5. Aluminum cans are disposed of at various points on campus for collection. These containers are marked for recycling only. The Food Service Vendor places plainly marked containers in the Cafeteria for collection of aluminum cans and glass and plastic beverage containers. These containers must be free of trash and food scraps.
6. The acceptable recyclable materials are as follows:
  - A. Mixed paper, (chipboard and cereal boxes), soft covered books, newspapers, hard covered books with covers removed. Office paper – bond paper, 8-1/2 x 11 or larger, shredded paper, and computer paper.
  - B. Cardboard and corrugated material.
  - C. Cans - aluminum only.
  - D. Glass - white and colored bottles/jars which contained food (only if washed).
  - E. Telephone directories are recycled.
  - F. Plastic bottle – label # 1, #2, #4, #5 & 7.
7. Recyclable materials are picked up Monday through Friday.
8. A quarterly recycling tonnage report for the County College of Morris must be submitted to the Township of Randolph.



# COUNTY COLLEGE of MORRIS

## Guide to Recycling Plastic

RECYCLE

Recycling plastic containers is easy at CCM.  
Any item with the following code on the bottom  
must be recycled:



**All other items may be discarded in the garbage.**

*Thank you for your cooperation  
Department of Plant and Maintenance*

