

Appendix E

BE ENVIRONMENTALLY CONSCIOUS

The following is a summary of Union College environmental procedures and concerns:

- All fluorescent and halogen bulbs are to be recycled by the physical plant. If they break, they must be treated as hazardous waste and disposed of properly.
- All electronic equipment, including printers, monitors, computers, typewriters, etc. are to be recycled by the College. Contact Safety and Security for instructions.
- Paint cans, spray cans and such should be treated with the thought, "Use it or remove it!"
- Rags containing oil, paint, or printer's ink must not be discarded in the trash. They should either be treated as hazardous waste or should be sent out for cleaning.
- Anything containing heavy metals, like silver for developing films and many of the colored paints used by artists (e.g., "chrome-blue"), are hazardous waste and are not to be disposed of down a drain.
- Acetone and other volatile solvents are not to be discarded down drains but placed in containers, which are then capped.
- Make certain your area has proper ventilation.
- Report any significant spill to Safety and Security for proper supervision of its clean up.
- Report any accident to Safety and Security so that proper measures can be put in place to avoid such incidents in the future.
- Contact Safety and Security should you have any concerns about safety and the environment.
- Never mix different cleaning solutions.
- Do not clean up the powder from a powder fire extinguisher with cleaners containing ammonia.
- At this time, spent ink-jet cartridges, whiteout, and toner cartridges are not hazardous waste. Nevertheless, toner cartridges should be recycled by returning them to the manufacturer.
- Fires should be reported immediately to Safety and Security, giving the location, extent of the fire, threat to others' lives, and type of fire (paper, oil, etc.)
- Neither food nor any drinks are to be taken into areas where chemicals are used. The spent containers or candy wrappers are not to be disposed of in these areas either.
- MSDSs, which are data sheets that indicate the potential hazards of various chemicals and emergency measures to be taken in the case of an incident involving one of these, can be found in Safety and Security or the Chemistry Department conference room.

In case of an emergency, call 6911 (Safety and Security).