

**ENVIRONMENTAL CHECKLIST**  
For Offices and Administrative Areas

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Area: \_\_\_\_\_

Issue	Yes	No	N/A
No chemicals are disposed of down the sink.			
Batteries (other than alkaline) are sent for recycling. (Contact Recycling & Resource Management @ 2-9297)			
Used fluorescent, halogen and other non-incandescent bulbs are given to custodial staff for proper labeling, packaging, and disposal.			
Broken fluorescent bulbs are handled as hazardous waste. Custodial is notified for cleanup and disposal.			
Disposal of refrigerators & air conditioners are coordinated through Property Control for proper removal of refrigerants.			
Computer monitors are disposed of through Property Control and never placed in trash or dumpsters.			
Copier/Printer toner and ink cartridges are sent for recycling.			
All photographic processors and darkrooms have silver recovery systems in place. (Contact EH&S for info)			
Pesticides are only applied by persons who have received training and are certified as an applicator by the NY State DEC. (Call EH&S at 2-6410 for ALL pest control.) No pesticides (Raid, etc.) are stored or applied by department personnel.			
Asbestos is only disturbed, sampled, removed or abated by persons who are trained and certified. (Contact EH&S for assistance.)			

Comments: \_\_\_\_\_  
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Completed by: \_\_\_\_\_



Department of Environmental Health & Safety  
If you have any questions, Contact EH&S at 632-6410

*Awareness promotes environmental stewardship... Involvement assures compliance.*

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