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**WATCH YOUR STEP!!**

Beware of slippery conditions! The temperatures are dropping, which means snow and ice are on the way. Slip, trip, and fall accidents are among the top injury categories at NYU and at places of business around the country.

The most important piece of advice we can give you is to **always be aware of where you are stepping**. Even though the sidewalk or street may look clear, it is sometimes difficult to see patches of ice, especially if conditions are poor. Always hold the handrail when going up or down stairs, particularly entering or exiting subway stations. Be sure to also keep an eye to the sky, as snow or ice can fall off buildings, sometimes causing injury if one is not careful.

Don't forget that the hazards are not gone when you enter buildings. People track in snow and ice which, when it melts, can make the floors wet and slippery. If you notice wet spots inside that may pose a danger to others, please be sure to call the helpdesk.

While snow and ice provide a mild inconvenience, being aware can keep a snowy day from becoming perilous.

**NEW RECYCLING PROGRAM TO BENEFIT STUDENTS**

New York University has a new recycling service on campus this fall to provide a way for you to recycle all those old cell phones and inkjet cartridges you have at home in drawers, in your glove box or wherever you're storing them!

The program is simple and free. All you have to do is locate the displays around campus. Currently, displays can be found in most dorms. The display contains free bags for you to take to your dorm rooms or apartment to recycle your inkjet cartridges from your personal computers or old cell phones. The bags are free and the postage is paid. All you do is put your empty inkjet cartridge or cell phone inside the bag, seal it and drop it in the mail.

Through NYU Environmental Services, the credit received from this recycling program will go toward the Inter-Residence Hall Council (IRHC) fund. This fund will benefit all students through program initiatives. Please participate.

The program is sponsored by IRHC, Environmental Services, & NYU Recycling.

**EPA AUDITS: NEXT ROUND WILL BE IN JANUARY 2005**

Under the audit agreement between the U.S. Environmental Protection Agency (EPA) and NYU, which went into effect on March 1, 2004, NYU agreed to have a third party auditor inspect all NYU facilities and operations and report to EPA on findings on a semi-annual basis. The first round of audits was conducted in June 2004. The audit covered NYU's main hazardous waste accumulation areas and the last three years' documentation on hazardous and universal waste. Only one minor documentation issue was found and was reported to EPA.

**The next round of third party audits will be conducted in January 2005, and will cover all NYU laboratories and art areas.** These areas will be audited for compliance with applicable EPA regulations and reports will be sent to the EPA. These audits are separate from Environmental Services' internal compliance assessments of all NYU facilities, which are conducted periodically throughout the year, although the questions asked and the areas inspected are similar. The internal compliance assessment questionnaire for each type of work area can be found on our website at <http://www.nyu.edu/environmental.services/audits.shtml>.

Any questions on the audit agreement, the upcoming EPA inspections, or the internal compliance assessments should be directed to Environmental Services at ext. 81450 or via email to [environmental.services@nyu.edu](mailto:environmental.services@nyu.edu).

**NEW ON-LINE CHEMICAL INVENTORY SYSTEM**

As many of you know, for emergency planning and community right to know purposes, NYU is required to submit annual reports to the NYC Department of Environmental Protection and Fire Department, listing all chemicals located on campus. Every year at about this time, Environmental Services requests that you update your inventories and submit them to our office.

This year, to facilitate this process and allow you to better track your chemicals throughout the year, Environmental Services is introducing an **on-line chemical inventory program**. Those of you required to submit inventories will soon see a channel under the 'Work' tab in NYU Home where you will find, and be able to edit/update, your most recently submitted inventory. In December, a notice will be sent to all those required to submit inventories, explaining the new system and how to access and update inventories. Further information will also be posted soon at <http://www.nyu.edu/environmental.services/RTK.shtml>.