Tenant Waste and Recycling Management Guide

Recycling is Law. Your building has a recycling program in place and provides assistance to help you comply with your obligation as a business to recycle under NYC, State and Federal laws. DSNY issues fines for non-compliance.

All recyclables must be kept separate from trash, and you must ensure that you display bin labels and signage explaining the recycling program to your employees and visitors. The building provides a consultant from Great Forest to assist you with signage, decals, best practice sustainability tips, and to help you implement a compliant recycling program at your office. Examples of signage and decals are attached to this email.

Separate and recycle Paper, Cardboard, and recyclable Glass/Metal/Plastic containers.
Do not place in trash E-Waste, Universal Waste, Confidential documents, Bulk waste (including large amounts of textiles). Property management can assist you in arranging safe storage and removal of these items.

For more information about your legal obligation to recycle contact recycling@greatforest.com or Property Management. Thank you for recycling!

Installing Your Recycling Program

1. Contact recycling@greatforest.com to schedule a visit from a Great Forest sustainability expert, and follow the steps below:
2. Install signage, purchase and place bins, labels and bags if applicable.
3. Set Zero Waste or sustainable waste management policies and goals.
4. Communicate with staff, make sure they know who they can approach with questions.
5. Be ready to field FAQs.
6. Contact property management to arrange for safe disposal and recycling of Universal Waste, E-Waste, Confidential documents, and other regulated waste.
7. Look at what else you can recycle, reuse or donate.
8. Double-check your compliance using the checklist!

Signage and Bin Decals

Comply with the requirement to label all bins. We recommend you adapt the signage to reflect your actual waste stream.

- Order up to 10 free decals from Great Forest. Order Form is included in the packet.
- Building program signage must be displayed in common areas. Recycling Guidelines are included in this packet.
- Alternatively, develop your own branded signage that meets legal requirements, use DSNY signage, or order signage from http://www.recycleacrossamerica.org/.

Reduce, Reuse, Recycle, Buy Recycled and Close the Loop.
Inquiries: recycling@greatforest.com.
Bin Setup


Consider your cleaning contract, union issues, hauler capabilities and logistics before you make a plan. Do not collect single stream recycling without confirming hauler is registered to accept it. Set up bins to incentivize recycling, and reduce trash bin usage. A single deskside system provides a disincentive to generate trash. Let’s make people think before they trash. Reduce standalone bins to reduce contamination and un-captured recycling.

Consistent setups and signs. Banish Misconceptions. Required by law.

Reduce the opportunity for cleaners to confuse bins and cause contamination. Use consistent bins and label recycling bins as required by law. To recycle at your desk you would need three bins, so it is better to recycle centrally, shred all paper and have no desk-side bins. A second alternative is a single bin for paper and minor dry contaminants to capture the major recycling stream. You must have bins to recycle Paper, Containers (glass/metal/plastic/cartons). By law universal and e-waste may not be placed in regular bins and must be handled safely.

Bin Purchasing

General
- TrashCanDepot
- RecycleAway Slim Jim & Office
- Zoro Deskside bins
- Edmarclean Recycling container
- Staples Recycling bin
- Gempler’s
- Wasserstrom
- Staples Composting bin
- Global Industrial Composting bin
- Global Industrial Compost

Lobbies and Meeting Rooms
- RecyclingBin
- ActiveForever Touchless
- RecyclingBin Outdoor
- Staples Recycling Outdoor
- TrashCanDepot Metal Outdoor Recycling

Kitchen
- ActiveForever Touchless
- RecyclingBin Outdoor
- Staples Recycling Outdoor
- Zoro Outdoor

Outdoor
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- Global Industrial Compost
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Bags

If you provide your own bags to cleaners, please note:

- Recycling must be clear bagged so that the contents can be seen and recovered.
• Trash is recommended to also be in clear bags so that trash bags containing recyclable items are not automatically discarded. It is not illegal to black bag trash.

• Organics must be placed in green/compostable bags or placed loose in the receptacle (hauler dependent). (Eg, EcoSafe, or BioBag)
Waste Diversion & Donation Guide

Contact Property Management to set up hauling of standard waste and recycling as well as Universal and E-Waste (which by law must not be placed in the trash).

For donations, you need: advance notice, the condition of materials, quantity, volume or weight information if available, whether you require pickup and Certificate of Insurance (COI), or if you can drop off the material.

Major retailers are required to take back toners, e-waste and non-rechargeable batteries. Non-profits will accept donation of specific materials, or you may look at engaging a business capable of managing your specialty waste stream:

<table>
<thead>
<tr>
<th>Sample Material</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alkaline Batteries</td>
<td>BatteryRecycling, Call2Recycle</td>
</tr>
<tr>
<td>Carpet</td>
<td>CarpetCycle</td>
</tr>
<tr>
<td>Clothing and textiles</td>
<td>Re-fashioNYC, Greentree Textiles, Housing Works, Materials for the Arts, Wearable Collections, Harlem Restoration Project</td>
</tr>
<tr>
<td>Construction Materials/ Appliances</td>
<td>Big Reuse, Habitat for Humanity ReStore, Materials for the Arts, Furniture Donation Project, Partnership for the Homeless</td>
</tr>
<tr>
<td>Office furniture</td>
<td>Materials for the Arts, Strive, Gilda’s Club NYC</td>
</tr>
<tr>
<td>Office supplies</td>
<td>Books 4 Cause, New York Public Library, Housing Works Bookstore</td>
</tr>
<tr>
<td>Books</td>
<td>Café, NYC Books Through Bars</td>
</tr>
<tr>
<td>E-waste</td>
<td>Verizon, Staples, Lower East Side Ecology Center, NLR, ALR, Bee</td>
</tr>
<tr>
<td>Toners</td>
<td>Green Industries, 4th Bin</td>
</tr>
<tr>
<td>Universal waste</td>
<td>Staples, DSNY</td>
</tr>
<tr>
<td>Electronic media (working)</td>
<td>Best Buy, Home Depot, Call2Recycle, NLR, ALR</td>
</tr>
<tr>
<td>Organics: Pre-consumer Food</td>
<td>Materials For The Arts, Recycles.org, PowerMyLearning, Urban</td>
</tr>
<tr>
<td>Organics (scraps)</td>
<td>Renewal Corp, Harlem Restoration Project, Non-Profit Computing, Alta Technologies, Hugo Neu Recycling</td>
</tr>
<tr>
<td>Food items</td>
<td>Rock and Wrap It Up (30lbs), City Harvest (50lbs)</td>
</tr>
<tr>
<td>Home/Kitchen items</td>
<td>NYC Greenmarkets, Vokashi</td>
</tr>
<tr>
<td>Timber pallets</td>
<td>City Harvest, Food Bank NYC, The Bowery Mission</td>
</tr>
<tr>
<td>Packing materials</td>
<td>Big Reuse, ReStore, Housing Works, Salvation Army</td>
</tr>
<tr>
<td>General</td>
<td>North American Pallet Recycling Network, Repalletize, Recycler’s World</td>
</tr>
<tr>
<td>Coffee Pods, Pens &amp; Specialty</td>
<td>UPS Store, GivebackBox, plasticfilmrecycling.org, Earth911</td>
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<tr>
<td></td>
<td>NYC WastMatch/Rereuse NYC, Freecycle, NYC Stuff Exchange</td>
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<tr>
<td></td>
<td>Free bins for specific consumer products: Terracycle Brigades,</td>
</tr>
<tr>
<td></td>
<td>Specialty waste bins (paid mailback program): Terracycle</td>
</tr>
</tbody>
</table>

Contact Great Forest to broker your waste streams on an ongoing basis: gfms@greatforest.com

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## Best Practice Zero Waste Policies

### Audit your waste
- Know what you are throwing out and make sure you have non-landfill outlets for all major waste streams.
- Provide data on waste streams you manage to [recycling@greatforest.com](mailto:recycling@greatforest.com): Each quarter, remember to send data on shredding, amount of toners recycled, universal and e-waste tonnage quarterly so they can be added to your pro-rata share of the building’s total tonnages.
- Transparency: Do your own counts, or contract a third party audit if you report to LEED or other reporting frameworks.

### Prevention / Source Reduction
- Ban use of plastic bags and Styrofoam.
- Provide staff with easy ways to reduce their outside trash purchases (reusable mugs, internal cafeteria).
- Use Kaizen, Leanpath, Paperless office, double sided printing, all shred policy. Ask vendors for no packaging and no disposables, order less catered food to prevent wastage, and put in place other waste avoidance processes.
- Formulate your own policy- assess your environmental concerns and set up policies that address your impact! Write a: Green Office Guide, Cleaning Policy Purchasing Policy, Green Aligned Vendor Agreement, or a Construction/Alterations Policy. For example, your sustainable purchasing policy can examine your supply chain to purchase: less; reusable; bulk; returnable/product takeback; local; unpackaged; FSC; efficient and durable/fit for purpose; compostable or recyclable.
- Set up incentives for good practice: Filtered Water on tap, espresso machine.

### Reuse/Donate
- Divert usable furniture by donating, or use edible food to feed hungry people and animals first. See our Waste Diversion Guide.
- Provide only re-usable mugs, utensils and flatware, and a dishwasher.

### Set up recycling clearly
- Have a waste management policy for Bin setup, signage and cleaner logistics (eliminating landfill bins, all shred policy, as appropriate with your local context).

### Recycle more than the basics
- Specialty mailback programs are available for most waste streams. Pilot a new program! Contact [recycling@greatforest.com](mailto:recycling@greatforest.com) for more information.

### Close the loop
- **Buy recycled content, and buy used.**

### Engage
- Waste is rapidly gaining visibility. Share your diversion rate and goals on the journey toward zero waste with stakeholders.
Track your progress

- Start a green team including facilities, procurement, and HR. This is easiest using a LEED, ISO as a point of reference for your sustainability management system. Do you have a company policy that makes sense across facilities (local compliance, local vendors)? Set continuous improvement goals.

Set a Zero Waste Goal

- Be part of an international movement of communities, businesses, and residences aligned around the ideal goal of achieving 90%+ diversion of waste from landfill and incineration.

Double Check Your Compliance


Tenant Waste Law Compliance Checklist

If you employ your own janitorial staff, ensure recycling is clear bagged.

If you contract your own hauler or have a street level business, you must prominently display a hauler decal indicating days of pickup for recycling and trash, and maintain a written recycling agreement with your hauler(s) for separate collection of recyclables.

You must source separate paper, glass/metal/plastic containers, and cardboard (see inclusions under NYC Law). If you generate a large amount of fabric, or construction materials see specific information. Ensure you have designated areas/containers/arrangements to allow you to set out recyclables separately to trash.

Do NOT place the following materials in trash including:

- Electronics
- Universal Waste: Bulbs, Batteries and Ballasts.
- Hazardous Waste including fats, oils, and grease.
- Bulk Metal
- Construction Waste (with some exclusions)
- Textiles (if audit identifies it as >10% of building waste stream)

You may contact the building/lighting vendor for disposal, or provide written notice of alternate safe disposal arrangements (vendor take-back, certified universal waste vendor).

Ensure you safely handle, store, and label hazardous and universal waste. Specific instructions on labeling new and used bulbs, using accumulation dates and disposing of universal waste in designated time periods can be provided on request.
Prominently post signs to staff and clients about what and how to recycle & clearly mark all receptacles for designated recyclables.

Place sufficient numbers of recycling containers where designated materials are routinely discarded.

For more information on DSNY Rules and Regulations, or State and Federal Legislation please contact recycling@greatforest.com.