



# RECYCLING PROGRAM GUIDELINES



## Mixed Paper

Place in the bin at your desk or labeled central bins.

**Recycle:** All paper including window faced envelopes and staples.

**Reduce:** Junk mail, single sided printing, use of virgin paper.



## Glass, Metal, Plastic & Cartons

Place in central bins.

**Recycle:** All rigid plastics, glass, cans and foil, Tetra Pak cartons for milk/soup/juice.

**Reduce:** Use of single use items.



## Cardboard

Empty, flatten and place in designated areas for removal.

**Recycle:** all clean cardboard boxes.

**Reduce:** Use of waxed cardboard and unnecessary packaging.



## Landfill

Place in designated central bins after separating out recyclable items.

**Reduce:** Non-recyclable items: expanded polystyrene, single use cups, straws, plastic film, non-rigid plastics and bags.



## Bulk Waste + Metal

Do not trash. Coordinate qualified vendor with property management.

**Recycle:** Metal, furniture, pallets, construction & demolition, other cleanout waste.

**Reduce:** Single or short-term use bulk items. **Reuse/Donate:** Usable items in bulk.



## Hazardous + Universal Waste

Do not trash. Coordinate qualified vendor with property management.

**Recycle:** Fluorescent bulbs, ballasts, rechargeable batteries, oil, grease, other.

**Reduce:** Mercury containing equipment, hazardous items.



## E-Waste + Confidential Waste

Do not trash. Coordinate qualified vendor with property management.

**Recycle:** Computer equipment, TV's, toners. Items containing confidential information.

**Reduce:** Short-term use electronics. **Reuse/Donate:** Usable items.

**Reduce, Reuse, Recycle, Buy Recycled, and Close the Loop.**



## Tenant Waste and Recycling Management Guide

**Recycling is the 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 local, State, and Federal laws. Fines may be issued for non-compliance.

**Never mix trash with recycling.** All recyclables must be kept separate from trash, and you must ensure you display bin labels and signage on ALL bins explaining the recycling program to your employees and visitors. The building provides a Great Forest consultant to assist you with signage, decals, best practice sustainability tips, and to help you implement a compliant recycling program at your office.

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). By law these must be properly handled. Property management can assist you in arranging safe storage and removal of these items.

For more information about your legal obligation to recycle, contact [infoDC@greatforest.com](mailto:infoDC@greatforest.com) or Property Management. **Thank you for recycling!**

## Installing Your Recycling Program

1. Install signage, purchase and place bins, labels and bags if applicable.
2. Set zero waste or sustainable waste management policies and goals.
3. Communicate with staff; make sure they know who they can approach with questions.
4. Be ready to field FAQs.
5. Contact property management to arrange for safe disposal and recycling of universal waste, e-waste, confidential documents, and other regulated waste.
6. Look at what else you can recycle, reuse, or donate.
7. Double-check your compliance using this checklist!

## Signage and Bin Decals

Comply with the requirement to label ALL bins.

- Building recycling program signage must be displayed in common areas. Signage is included as the first page of this document
- All bins must be labeled for intended contents. Order signage from <http://www.recycleacrossamerica.org/>.



## Bin Setup

### Logistics first.

Consider your cleaning contract, hauler capabilities, and logistics before you make a plan. Do not collect single-stream recycling without confirming hauler is registered to accept it.

### Minimize trash bins.

Set up bins to incentivize recycling and reduce trash bin usage. A single desk-side system provides a disincentive to generate trash. Let's make people think before they trash. It also prevents dry recyclables in trash from being needlessly sent to landfill.

### No trash bins alone.

Reduce standalone bins to reduce contamination and uncaptured recycling.

### Consistent setups and signs.

Reduce the opportunity for cleaners to confuse bins and cause contamination. Use consistent bins and label recycling bins as required by law.

### Banish Misconceptions.

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.

### Required by law.

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.

## FAQs

### Note something different to at home or another municipality?

Keep up to date with what can be recycled, as this is subject to change. Recycling is based on:

- Local markets for recycling commodities
- Local laws
- Capacity of local haulers, processing facilities, and vendors
- Pilot recycling programs cities and municipalities may have using vendors not available to commercial haulers

### Is the janitorial staff doing the right thing?

Ensure you follow the program the building allows (as it is often dictated by larger logistical factors than convenience):

- Small bins of the same kind (paper) may be tipped into a single larger bagged brute. This saves millions of liners per year. Central bins are tied off separately as they are usually larger bags.
- Tied off bags may be transported together to be moved.
- Bags of each type are placed separately in loading areas for recycling.
- Note that extra or non-standard bins may confuse janitorial staff.
- A single desk-side recycling bin with some dry contamination can be sorted off site. A bag of trash is unlikely to ever be sorted, and usually contains lots of unsorted recyclables. Single desk-side paper bins capture more recycling off site.

### Not sure if its glass/metal/plastic?

If it's rigid, go ahead and put it in the recycling. Optical sorters do a good job of taking out most things (except plastic bags and film which cause jams).