

# RECYCLING PROGRAM GUIDELINES



## Mixed Paper

Place in the unlined bin at your desk and clear lined 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 clear lined central bins.

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

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



## Organics

Place accepted organic material in designated green lined bins as available.

**Recycle:** See bin signage- food scraps, tissue, untreated wood and paper.

**Reduce:** Wasted food, non-compostable utensils. **Donate:** Pre-consumer food.



## 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, >10% textiles (by law), furniture, pallets, Construction & Demolition, and 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 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 State and Federal laws. Fines are issued by local Sanitation Police 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](mailto:recycling@greatforest.com) or Property Management. **Thank you for recycling!**

## Installing Your Recycling Program

Contact [recycling@greatforest.com](mailto:recycling@greatforest.com) to schedule a call with a Great Forest sustainability expert, and follow the steps below:

1. Contact [recycling@greatforest.com](mailto: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.

- Property management can provide Bin Decals upon request.
- 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/>.

## Bin Setup

### Logistics first.

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.

### Minimize trash bins.

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

### No trash bins alone.

Reduce standalone bins to reduce contamination and un-captured 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.

## Bin Purchasing

### General

- TrashCanDepot
- RecycleAway Slim Jim & Office
- Zoro Desktide bins
- Global Industrial
- RecyclingBin
- ActiveForever Touchless
- RecyclingBin Outdoor
- Staples Recycling Outdoor
- Zoro Outdoor

### Lobbies and Meeting Rooms

### Kitchen

### Outdoor

- Edmarclean Recycling container
- Staples Recycling bin
- Gempler's
- Wasserstrom
- Staples Composting bin
- Global Industrial Compost
- TrashCanDepot Metal Outdoor Recycling

## 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 must be in black bags to facilitate easy differentiation between trash and recycling.
- Organics must be placed in green/compostable bags or placed loose in the receptacle (hauler dependent). (Eg, EcoSafe, or BioBag)
- Consider purchasing some eco-friendly trash and recycling bags for your office space. They can be made from recycled content or can also be BPI-certified. The BPI-certification is awarded to products that are completely biodegradable (i.e. capable of being fully decomposed by bacteria).

	<b>Trash</b>	<b>Recycling</b>
<b>Made from recycled content</b>	<ul style="list-style-type: none"> <li>• <a href="#">Pitt Plastics</a> (LEED-specified)</li> <li>• <a href="#">Tough Guy</a></li> <li>• <a href="#">Ability One</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Pitt Plastics</a> (LEED-specified)</li> <li>• <a href="#">Aluf Plastics</a> (LEED-specified)</li> </ul>
<b>BPI-certified</b>	<ul style="list-style-type: none"> <li>• <a href="#">Biobag</a></li> <li>• <a href="#">EcoProducts</a></li> <li>• <a href="#">Ecosafe Zero Waste</a></li> </ul>	

## Hazardous and Universal Waste Recycling Guide

Harmful products such as light bulbs, batteries, electronics, and other products that contain certain chemicals, such as mercury, are hazardous to the environment and cannot be discarded with garbage or recycling (by law).

Tenants must recycle or safely dispose of rechargeable, auto, or other hazardous batteries, thermostats, light bulbs, and electronics. Contact Property Management to opt into existing shared programs or if in need of assistance.

## Hazardous and Universal Waste Container Purchasing

<b>Sample Material</b>		<b>Vendor</b>
Lamps	<ul style="list-style-type: none"> <li>• <a href="#">NLR</a></li> <li>• <a href="#">LampMaster</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Veolia</a></li> </ul>
Batteries	<ul style="list-style-type: none"> <li>• <a href="#">NLR</a></li> <li>• <a href="#">Veolia</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Busch Systems</a></li> <li>• <a href="#">Recycling Bin</a></li> </ul>
Electronics	<ul style="list-style-type: none"> <li>• <a href="#">NLR</a></li> <li>• <a href="#">Veolia</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Busch Systems</a></li> <li>• <a href="#">Recycling Bin</a></li> </ul>

## Other Waste Diversion & Donation Guide

Universal and E-Waste must not be placed in the trash (by law). Contact Property Management to opt in to existing shared programs. Additionally, major retailers are required to take back toners, e-waste and non-rechargeable batteries and other materials.

Non-profits will accept donation of specific materials. You will need to provide them with: notice: the condition of materials, quantity, volume or weight information, whether you require a COI, pickup or drop-off.

<b>Sample Material</b>	<b>Vendor</b>
Alkaline Batteries	BatteryRecycling, Call2Recycle
Carpet	CarpetCycle
Clothing and textiles	Housing Works, Materials for the Arts,
Construction Materials/ Appliances	Habitat for Humanity ReStore Materials for the Arts, Furniture Donation Project, Partnership for the
Office furniture	Homeless
Office supplies	Materials for the Arts
Books	Books 4 Cause, Housing Works Bookstore Café, NYC Books Through Bars
E-waste	Verizon, Staples, NLR, ALR, Bee Green Industries, 4th Bin
Toners	Staples
Universal waste	Best Buy, Home Depot, Call2Recycle, NLR, ALR
Electronic media (working)	Materials For The Arts, Recycles.org, PowerMyLearning, Urban Renewal Corp, Non-Profit Computing, Alta Technologies, Hugo Neu Recycling
Organics (scraps)	Vokashi
Home/Kitchen items	Big Reuse, ReStore, Housing Works, Salvation Army
Timber pallets	North American Pallet Recycling Network, Repalletize, Recycler's World
Packing materials	UPS Store, GivebackBox, plasticfilmrecycling.org, Earth911
Coffee Pods, Pens & Specialty	Free bins for specific consumer products: Terracycle Brigades, Specialty waste bins (paid mailback program): Terracycle

Contact Great Forest to broker your waste streams on an ongoing basis: [gfms@greatforest.com](mailto:gfms@greatforest.com)

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

### Set up recycling clearly

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

### Recycle more than the basics

### 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/metals/plastic containers, and cardboard (see inclusions under CT 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. All recyclable material must be kept separate from garbage at all times.

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 and maintain signs in public areas and staff areas describing how recyclables and garbage should be separated.

Prominently post and maintain signs in maintenance areas or waste storage areas describing how recyclables and garbage should be separated.

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

All bins must be labeled with a sign clearly indicating what they are intended to collect.

For more information on Local Rules and Regulations, or State and Federal Legislation please contact [recycling@greatforest.com](mailto:recycling@greatforest.com).

## 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
- Capacity of local haulers, processing facilities and vendors
- Cities and municipalities may have pilot recycling programs using vendors not available to commercial haulers
- Local laws

### **Are the cleaners 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: If you have extra or non-standard bins, cleaners may be confused and may not be able to accommodate this with their equipment or under union rules.
- 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 it's 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).

### **Not sure if it's paper?**

If it is mostly paper and it's not wet, place it in the paper recycling. The main contaminant of paper is moisture and grease.

### **Not sure if it's compostable?**

Don't risk it, put it in the trash. Organics are not readily sorted and whole loads may need to be landfilled because of contamination. What you can include depends on the end destination of your organics (on-site digester, animal feed, industrial composting). Bioplastics, bones, and fibrous vegetable matter may need grinding or hotter processing. Always read the inclusions on the signs, if in doubt, place only non-fibrous vegetable matter.