

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 NJ Local, State and Federal laws. **Local municipalities and NJ DEP issue fines for non-compliance.**

Never mix trash with recycling. All recyclables must be kept separate from trash, and you should ensure that you display bin labels and signage on ALL bins explaining the recycling program to your employees and visitors. Case studies throughout Canada and the United States have shown that clear and understandable bin labels can increase the capture rate of recyclables by 40-70%. Easy to understand labels can also reduce overall contamination of the recycling stream, which can lead to reduced hauling costs. [Recycle Across America](#) creates proven, standardized labels used by businesses and cities alike, but feel free to create your own labels that match your office's style.

Separate and **recycle Paper, Cardboard, and recyclable Glass/Metal/Plastic containers** as per inclusion in the "Statewide Mandatory Source Separation and Recycling Act".

Use specialized recyclers for other regulated materials to **recycle Universal Waste (including consumer electronics), confidential documents, bulk waste, construction and demolition waste, and 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

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

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, Confidential documents, and other regulated waste.
6. Look at what else you can recycle, reuse or donate.

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 deskside 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 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 effectively capture all recyclables at your desk, you would need three separate bins - this is not accurate. Only one desk-side bin for paper is needed to capture the largest recycling stream. A centralized recycling location should be used for all other trash and recyclables.

Required by law.

You must have bins to recycle Paper, Containers (glass/metal/plastic). By law, universal and other regulated wastes may not be placed in regular bins and must be handled separately.

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.

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 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).

Not sure if its 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.

General Info

- [Statewide Mandatory Source Separation and Recycling Act](#)
- [Guide to the Proper Handling of Universal Waste in NJ](#)
- [Don't see it here? Ask Great Forest](#)