

# RECYCLING PROGRAM GUIDELINES



## Mixed Paper

✓ Place in the “Paper Recycling” labeled bins.

♻️ Recycle all clean and dry paper including window faced envelopes and staples.

✳️ Reduce junk mail, single-sided printing, and usage of virgin paper.



## Cardboard

✓ Empty, flatten and place in designated areas for removal.

♻️ Recycle all clean un-waxed cardboard boxes.

✳️ Reduce usage of waxed cardboard and unnecessary packaging.



## Glass, Metal, Plastics + Cartons (GMP)

✓ Place in the “GMP Recycling” labeled bins.

♻️ Recycle all clean and dry rigid plastics, glass, metals, and Tetra pak cartons for milk/soup/juice.

✳️ Reduce usage of single-use items.



## Trash

✓ Place in designated bins after separating out recyclable items.

✳️ Please ensure recyclables, universal and electronic waste are separated from trash.

✳️ Reduce usage of single-use disposable items.



## Bulk Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management for all bulk items over 50% metal or plastic.

♻️ Recycle metal, textiles, furniture, pallets, C&D and other cleanout waste.

✳️ Reduce single or short-term usage of bulk items.

♻️ Reuse/Donate usable items in bulk.



## Confidential Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management.

♻️ Recycle all personal and customer data in paper and electronic form using a confidential shredding program.

✳️ Reduce printing confidential paper materials.

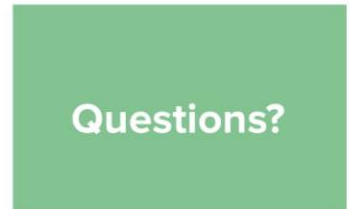


## Electronic + Universal Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management.

♻️ Recycle electronic equipment, TV's, LED's, fluorescent bulbs, ballasts, and rechargeable batteries.

✳️ Reduce mercury containing equipment and hazardous items.



## Questions?

✓ Contact [recycling@great-forest.com](mailto:recycling@great-forest.com) for assistance with any questions regarding the program or where materials should be placed for collection.

♻️ Recycle today for a better tomorrow.

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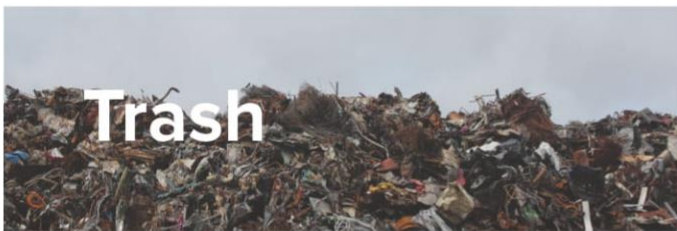
## Mixed Paper & Cardboard

- ✓ **Place** in the “Paper Recycling” labeled bins. Empty, flatten and place cardboard in designated areas for removal.
- ♻️ **Recycle** all clean and dry paper including window faced envelopes and staples, and cardboard boxes.
- ✂️ **Reduce** junk mail, single-sided printing, usage of virgin paper and waxed cardboard or unnecessary packaging.



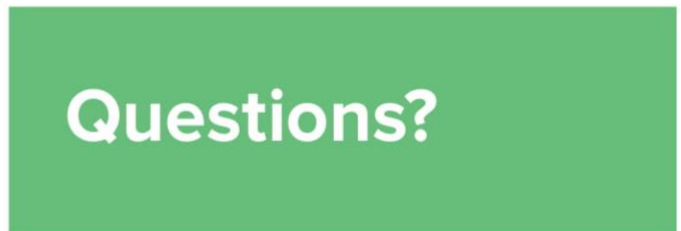
## Glass, Metal, Plastics & Cartons (GMP)

- ✓ **Place** in the “GMP Recycling” labeled bins.
- ♻️ **Recycle** all clean and dry rigid plastics, glass, metals, and Tetra pak cartons for milk/soup/juice.
- ✂️ **Reduce** usage of single-use items.



## Trash

- ✓ **Place** in designated bins after separating out recyclable items.
- ✂️ Please ensure recyclables, universal and electronic waste are separated from trash.
- ✂️ **Reduce** usage of single-use disposable items.



## Questions?

- ✓ Contact [recycling@greatforest.com](mailto:recycling@greatforest.com) for assistance with any questions regarding the program or where materials should be placed for collection.
- ♻️ **Recycle today for a better tomorrow.**



## 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. The NYC Department of Sanitation (DSNY) issues fines for non-compliance.

**Never mix trash with recycling.** All recyclables must be kept separate from trash, and you must ensure that you display bin labels and signage on ALL bins explaining the recycling program to your employees and visitors. A consultant from Great Forest is available 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 all Paper, Cardboard, and Glass/Metal/Plastic/Beverage Carton containers as per DSNY inclusions.

Do not place in trash: Electronic Waste, Universal Waste, Confidential documents, Bulk Waste (including large amounts of textiles). By law these must be properly handled. Contact Great Forest for assistance in arranging safe storage and removal of these items.

If you have any questions regarding the program, materials to dispose, or for more information about your legal obligation to recycle contact [recycling@greatforest.com](mailto:recycling@greatforest.com).

## 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. Install trash and recycling bins throughout your space – ensure that recycling bins are located adjacent to all trash bins, and all bins are clearly labeled for intended contents.
2. Post recycling program signage in all common areas throughout the space to clarify the recycling program for all employees and guests.
  - a. **Management Recycling Program Guidelines (page 1)** should be posted in Facilities Management spaces and OSHA boards.
  - b. **Employee Recycling Program Guidelines (page 2)** should be posted in all common staff areas where waste bins are located, including pantries, copy rooms and conference rooms.
3. Communicate with staff: make sure they know who they can approach with questions.
4. Double-check your compliance using the checklist.
5. Look at what else you can recycle, reuse or donate and set Zero Waste policies and goals.
6. Contact Property Management to arrange for safe disposal and recycling of Universal Waste, Electronic Waste, Confidential documents, and other regulated waste.

## Signage and Bin Decals

- ALL bins must be clearly labeled for intended contents.
  - Labels can be purchased directly from: <http://www.recycleacrossamerica.org/>.
- Building recycling program guidelines signage must be displayed in common areas. Recycling program guidelines are included as the first two pages of this packet.

## Bin Purchasing

Purchase trash and recycling bins from <http://www.trashcandepot.com/>.

## Waste Bin Setup – Points to Remember

**Legal Requirements** – You must have sufficient bins to recycle all Paper & Cardboard and Containers (glass/metal/plastic/cartons). By law universal and electronic waste may not be placed in regular bins and must be handled safely. All bins must be clearly labeled to clarify the intended contents.

**Layout** – Set up bins to incentivize recycling. Reduce trash bin usage by avoiding standalone trash bins and ensuring recycling bins are always conveniently located. If installing deskside bins, mandate they are for paper recyclables only.

**Consistency** – Reduce the opportunity for cleaners to confuse bins and cause contamination by using consistent bins and colors.

## Hazardous, Universal and Electronic 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).

All rechargeable, auto, or other hazardous batteries, thermostats, light bulbs, and electronics must be recycled or safely disposed of. Contact Facilities Management if in need of assistance.

## Beyond Recycling - Zero Waste

Recycling is only one part of sustainable waste management. Aim for a Zero Waste workplace by prioritizing Waste Reduction and Reuse efforts within your space.

The most effective way to reduce waste is to not create it in the first place. Making a new product requires a lot of materials and energy - raw materials must be extracted from the earth, and the product must be fabricated then transported to wherever it will be sold. This process heavily consumes the Earth's resources.

Reduction and reuse strategies promote opportunities that avoid the need to create new products – saving natural resources, reducing environmental impacts, and saving money!

Strategies to Reduce and Reuse in the office include:

- Set double sided printing as the default mode. When buying printer paper, prioritize recycled content.
- Switch from disposable plates and cutlery to chinaware and metal cutlery to reduce the generation of single-use waste.
- Bring a travel mug for your coffee to minimize usage of paper cups.
- Implement a policy to only purchase rechargeable batteries for electronic devices.
- Bring a reusable bag to avoid use of plastic bags.
- Sell or donate unwanted items instead of throwing them out.

For more information on Zero Waste, and how your office can implement a zero-waste program, please contact [recycling@greatforest.com](mailto:recycling@greatforest.com).


## Donations

When it comes time to update the office furniture or exhibition/IT equipment, instead of trashing these items consider donating them to a non-profit or charity. Not only will you be keeping these items out of the trash stream, but finding new homes for them with grateful recipients.

Great Forest has an extensive network of non-profits and charities that will accept a wide variety of items, and will be happy to assist you. Contact [recycling@greatforest.com](mailto:recycling@greatforest.com) to facilitate a donation of your unwanted items. Donations are generally tax deductible.

## Double Check Your Compliance

The NYC Department of Sanitation (DSNY) has the right to issue violations for non-compliance to the City's recycling laws. To ensure compliance, review the following checklist.

	<b>Tenant Recycling Laws - Compliance Checklist</b>
	Sufficient numbers of bins must be in place to collect all recyclable materials (cardboard & paper; glass/metals/plastics/beverage containers (GMP)).
	All bins throughout your space must be clearly labeled to clarify what materials to place inside.
	Recycling Program Guidelines Signage must be clearly posted in all central areas throughout your space (pantries, copy rooms, OSHA boards) clarifying the recycling program.
	All trash must be collected in black bags, whilst all recycling must be collected in clear bags.
	Janitorial staff must maintain material separation at all times, and cannot transport or store trash and recycling bags in the same container at any time.
	Signage must be installed in any waste holding areas to clarify differentiated staging points for all trash and recyclables (trash and recycling cannot touch).
	BIC decal - you must prominently display a hauler decal indicating the days of pickup and recycling program. Additionally, always maintain a written recycling agreement with your hauler(s) to confirm separate collection of recyclables.
	Ensure that the following materials are never disposed of in the regular trash or recycling: Electronics; Universal Waste – bulbs, batteries and ballasts; Hazardous Waste – paints, chemicals, fats, oils, greases; Bulk Waste; Construction & Demolition Waste; Textiles (if more than 10% of the waste stream).
	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.