



RECYCLING

NO PLASTIC BAGS OR BAGGED MATERIAL



DRY PAPER AND CARDBOARD



Including:

- Paperback books, catalogs and magazines
- Non-foil wrapping paper

Flatten all boxes (Do not tie up)

Remove plastic liners from dry food boxes

PLASTIC BOTTLES, JUGS, TUBS



Empty of all food or liquid (No lids)

METAL ALUMINUM AND TIN CANS



Including:

- No sharp or greasy metal
- Remove lids and put lids in the trash
- No foil

GLASS JARS AND BOTTLES



Empty of all food or liquid (Labels OK)

RECYCLING TIPS

- Empty and rinse out all food residue. Labels do not need to be removed.
- Empty recyclables out of bags and boxes into the cart so they can be easily sorted at the recycling center.
- IGNORE THE NUMBERS, RECYCLE PLASTICS BY SHAPE!



RECICLAJE

NO BOLSAS DE PLÁSTICO NI MATERIAL EN BOLSAS



PAPEL LIMPIO



Esto incluye:

- Libros, catálogos y revistas en copia rústica
- Papel para envolver que no sea de aluminio

Aplane todas las cajas (No las amarre)

Retire los recubrimientos de plástico de las cajas secas de comida

PLÁSTICO

BOTELLAS, VASIJAS, CUBETAS



Sin ningún alimento o líquido (sin tapas)

METAL

ALUMINIO Y LATAS



Esto incluye:

- Retire las tapas de la lata y ponlas en la basura
- Ningún papel de aluminio

VIDRIO

FRASCOS Y BOTELLAS



Sin ningún alimento o líquido (No importan las etiquetas)

CONSEJOS DE RECICLAJE

- Retire y enjuague todos los residuos de alimentos. No es necesario retirar las etiquetas.
- Vacíe las bolsas y cajas reciclables antes de colocarlas dentro del carrito para que puedan clasificarse fácilmente en el centro de reciclaje.
- ¡IGNORE LOS NÚMEROS; RECICLE LOS PLÁSTICOS SEGÚN SU FORMA!

Setting Up Workplace Recycling



1 Form a Green Team

A group of employees interested in recycling and waste prevention that sets up and monitors collection systems to ensure ongoing success.

2 Determine materials to recycle

Perform a **waste audit** (inventory the kinds of materials in your garbage).

Commonly recycled business items:

Single-Stream Recycling

- Office paper, newspaper, cardboard
- Magazines, catalogs, file folders, shredded paper
- Aluminum & tin cans; plastic & glass bottles

Other Recyclables

- Toner and ink jet cartridges
- Electronics
- Scrap metal, pallets

Compost Collection for business is available. To learn more or to sign up, please email recyclenw@wm.com.

3 Contact your business or property manager

Find out if recycling services are already in place. If not, ask the manager to set up recycling service. Remind them that recycling can reduce waste disposal costs. If service is in place, discuss how to increase visibility and participation.

4 Contact Waste Management

To set up recycling collection service go to: www.wmnorthwest.com or call **1-800-592-9995**.

5 Coordinate collections with the janitorial crew and/or staff

Work station recycling containers – You can provide durable recycling containers or use containers like copy paper boxes that are already available to make recycling available at each work station. Waste Management provides recycling guideline labels to identify containers.

Central area containers – Decide type and size of containers for common areas like conference rooms, hallways and reception areas. Locate large recycling containers next to paper-generating machines and in break rooms. Be sure to put a garbage container next to each recycling container and clearly label to avoid contamination in your recycling.

Collection Schedule – Create a regular schedule and determine who will pick up recycling from the containers. It may be staff, janitorial crew or a combination.

Communicate collection logistics to your entire staff and janitorial crew.

6 Educate and motivate staff

- Distribute guidelines like those on the other side of this sheet to all employees and janitorial staff and post updates on bulletin boards and/or your intranet site.
- Post guidelines near every recycling container for easy reference.
- Plan an attention-getting kick-off or “rejuvenate” event.
 - Send a memo from management encouraging participation.
 - Distribute guidelines and containers.
 - Set aside time for questions and answers.
- Schedule orientation sessions for individual departments.

7 Maintain and expand your recycling efforts

- Have your green team meet regularly to evaluate your recycling program’s progress. Address other green issues such as waste prevention, energy consumption and alternative transportation.
- Encourage and remind staff with periodic recycling tips and updates.
- Train new employees about the recycling program.
- Identify a recycling point person to handle tasks such as answering staff questions, managing the green team and program oversight.
- Include your recycling efforts in company promotional pieces.

Please visit wmnorthwest.com or call **1-800-592-9995**

THINK GREEN.®