

Business Recycling Guidelines

Combine your clean recyclables including paper, cardboard, plastic bottles and jugs, tin, and aluminum in your mixed recycling container.



Clean Paper

Copy paper, file folders, magazines, newspaper, brochures, envelopes (windows, paper padding OK), phone books, paperback books, catalogs and paper bags



Clean Cardboard

Flattened: cardboard, cereal boxes, and egg cartons



Plastic Bottles & Jugs

Empty, clean, and no lids



Aluminum and Tin Cans

Please rinse and empty cans



**NO
PLASTIC BAGS
OR BAGGED
MATERIAL**



The Following Items Are Not Accepted:

Non-Accepted Paper

- Food-soiled paper towels, napkins and non-coated paper plates (ok in food waste)
- Tyvek envelopes

Non Accepted Plastic

- Plastic bags
- Plastic plates, utensils
- Prescription vials
- Polystyrene

Non Accepted Metal

- Sharp metal or greasy items

All Glass

- Windows
- Ceramics, dishes and drinking glasses
- Bottles and jars

Other Non-Accepted Items

- Clothing, shoes (donate instead)
- Electronics (recycling options: ecyclewashington.org)
- Fluorescent bulbs and tubes (recycling options: lamptacker.com)
- Garbage
- Hoses
- Needles, syringes (disposal options: medwaste.wm.com)
- Toxic containers (paint, oil, antifreeze, pesticides, etc.)

Electronics, Fluorescent Bulbs and Tubes and Hazardous Waste:

Fluorescent bulbs and tubes, electronics (computers, cell phones, TVs etc.), batteries, syringes and needles, and hazardous products (cleaners, solvents, etc.) do not go in the recycling or garbage. For safe disposal information visit:

- wmnorthwest.com
- ecyclewashington.org
- lightrecycle.org
- thinkgreenfromhome.com
- medwaste.wm.com
- 1-800-Recycle



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
- Aluminum & tin cans; plastic bottles

Other Recyclables

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

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. By recycling more, you may be able to reduce your garbage service level. If service is in place, discuss how to increase visibility and participation.

4 Contact Waste Management

To set up recycling collection service call:
1-877-466-4668

5 Coordinate collections with the janitorial crew and/or staff

Work station recycling containers – You can provide durable recycling containers or use containers like empty copy paper boxes to make recycling available at each work station. Waste Management provides downloadable recycling guideline labels to identify containers: <https://www.wm.com/us/en/inside-wm/recycle-right/recycling-resources>.

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 indoor containers and transport them to outdoor recycling bin. It may be staff, janitorial crew or a combination.

Communicate collection logistics to your entire staff and janitorial crew including how to transport recyclables without using plastic bags.

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.