

Business Recycling Guidelines

RECYCLE



The following items can be placed in your white recycle bin:

- PAPER** Shredded-Color-White (Glossy OK)
- MAGAZINES**
- PHONEBOOKS**
- SOFT BOUND BOOKS**
- HARD BOUND BOOKS** (No Cover)
- JUNK MAIL**
- NEWSPAPER**
- ENVELOPES** (Windows OK)
- FILE FOLDERS** (No Metal)
- CARDBOARD** (Flattened)
- PAPER FOOD BOXES** (Cereal, Soda, Cracker, Pizza Boxes)
- ALUMINUM** Cans & Foil
- TIN** Food Cans & Empty Paint Cans
- AEROSOL CONTAINERS** (Empty)
- GLASS** Bottles and Jars
- ALL PLASTICS #1-7**



TRASH



STYROFOAM
(Packaging & Containers)

PAPER PLATES, CUPS, TOWELS & NAPKINS

MILK / JUICE CARTONS
(Waxed Paper)



NON-NUMBERED PLASTICS

ALL FOOD WASTE

SHRINK & BUBBLE WRAP

WOOD PALLETS

GREEN WASTE & LANDSCAPING

CELLOPHANE

CERAMICS & MIRRORS

CHIP BAGS

CANDY WRAPPERS

3-RING BINDERS

TYVEC ENVELOPES
(like FedEx)



Additional Information

Hazardous Waste

Hazardous products (Batteries, Fluorescent Tubes & Bulbs, Cleaners, Paints, Pesticides, Auto Fluids, Propane, etc.) **do not go in recycle or trash.** For safe disposal & detailed list go to www.oclandfills.com



Bulky Items



(E-Waste, Appliances & Furniture)
For Convenient Pick-up Contact CR&R Customer Service.

Waste Prevention

- Use reusable dishes instead of disposable cups, plates & cutlery.
- Reduce paper - print duplex copies.
- Donate unwanted items.
- Purchase recyclable items.
- Invest in rechargeable batteries.

CR&R

A HIGHER STANDARD OF RESPONSIBILITY

For Additional Information Contact Customer Service at:

CR&R Waste and Recycling Services

TOLL-FREE (877) 728-0446

FACSIMILE (949) 728-3444

www.crrwasteservices.com



Start a Business Recycle Program

1. Plan	Establish a group of employees interested in recycling. Plan a Waste Reduction Program: <ul style="list-style-type: none">• California Integrated Waste Management Board www.ciwmb.ca.gov/BizWaste/• EPA Waste Wise Program http://epa.gov/epawaste/partnerships/wastewise/index.htm
2. Audit	Schedule a Waste Audit with a CR&R Recycling Coordinator. A waste audit consists of an interview & walk-through tour of the facility. The audit will show how and where waste is generated, the composition of the waste, and what currently happens to it.
3. Reduce	Establish a Waste Reduction Policy and practice conservation. Communicate using voice or electronic mail. Purchase duplex copying machines and promote duplex copying. Make computer files, instead of paper files, whenever possible. Avoid overuse of stickies. Reduce the amount of junk mail your office receives.
4. Reuse	Print drafts or take notes on the blank sides of used paper. Use an erasable memo or chalk board for messages. Reuse file folders and ring binders. Donate unwanted supplies to local schools or non-profits. Promote staff to use reusable mugs, dishes & cutlery. Reuse packing material whenever possible, or donate.
5. Recycle	Work Station Recycle Containers —Can be durable or reuse copy paper boxes to make recycling available at each desk. Central Area Recycle Containers —Locate large recycle containers next to paper-generating machines and in break rooms. Collection Schedule —Coordinate with staff or janitorial crew. Use black bags for trash and clear or white bags for recycle.
6. Purchase	Purchase recycled-content office supplies. Purchase reusable or refillable pens and pencils. Buy products from manufacturers that use minimal packaging. Buy only what you know you will use. Invest in rechargeable batteries and battery chargers. Order free Recycling Starter Kit - www.bottlesandcans.com/start/
7. Start	Plan a kick-off or rejuvenate event—distribute recycle guidelines. Spread the Word - publicize your waste prevention efforts. Train new employees about the recycling program. Meet regularly to evaluate your recycling program's progress.



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