

Business Recycling Tips



**Guide to put
money back in
your business
and reduce waste!**

Office Buildings

As much as 93% of all office waste is paper, most of it recyclable. California State Law requires that all local governments divert 50% of their waste stream to recycling.

FACTS ABOUT OFFICE PAPER

- 77% of paper waste generated in offices is recyclable.
- Typical business offices generate about 1.5 pounds of waste paper per employee each day. Financial businesses generate more than two pounds per employee daily.
- Nearly half of typical office paper waste is high grade office paper.
- It is possible to achieve significant reduction in the cost of buying office paper by reducing paper use and reusing paper where possible.
- Eliminating office paper from your waste may reduce your waste bill by as much as 50%.
- Recycling one ton of paper typically saves about 6.7 cubic yards of landfill space. A cubic yard of stacked office paper weighs about 380 pounds. Cost savings may be estimated by multiplying the tons recycled by 6.7 times the cost per cubic yard for waste disposal (if by volume) or by cost per ton (if by weight).
- Commercial and residential paper waste accounts for more than 40% of waste being landfilled. Eliminating this paper from our waste would nearly double the lives of current landfills.

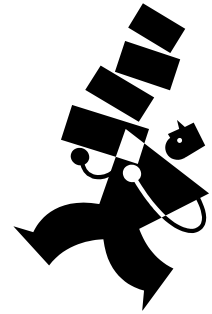
Almost all types of paper used in the office can be recycled.

Steps for Successful Recycling:

With CR&R's Mixed-recycling program, all recyclable items can go into 1 recycling container. Here is a list of acceptable items:

- White Paper
- Colored Paper
- Shredded Paper
- Newspaper
- Phone Books

- Glossy Paper
- Junk Mail
- Envelopes
- Magazines
- Soft-bound books (entire)
- Hard-bound books (insides)
- File Folders
- Cardboard (flattened)
- Aluminum Cans
- Plastic Drink Bottles
- Plastic Medicine Bottles
- Glass Drinking Bottles
- Aerosol Containers
- Tin Cans
- Wood Pallets
- Other Similar Items



Make sure that bins in public areas are well-marked. Inform employees about proper recycling procedures. Issue a memo, throw a kick off party and explain any separation procedures when you distribute bins.

Include recycling information in your orientation for new employees. Explain the overall recycling program to your janitors, and use them as your eyes and ears. Have them inform you of any areas with major contamination problems and follow up with improved recycling education in these areas. After policies have been established, train janitorial staff by showing them what to do with new bins, how to collect waste separately and where to bring separated materials. For a 24-hour operation, plan pick-ups on appropriate shifts so that you do not have a problem with overflowing bins. Be sure that your grounds crew knows to keep yard waste separate from other waste.

Ask your waste hauler for advice about keeping recyclables and wet waste separate. Depending on the company's trucks and equipment, your hauler may want to give you separate containers for trash and recyclables.

Remind employees to keep food waste out of recycling containers and trash. Food waste should go down the garbage disposal or be handled separately from trash and recyclables.

Retail Operations

Recycling in your retail operation can actually help you sell product. By implementing a recycling program - and showing it off! - You will communicate to customers that you care about the environment and are cost-conscious. Packaging materials, particularly corrugated cardboard, make up a large portion of any retail store's waste. Because much of this waste is generated outside the retail establishment, reduction efforts must be made in cooperation with vendors.

Incoming packaging such as bags and boxes can be reused as packaging for customers. However, while this reduces disposal requirements, it does not solve the problem of unnecessary packaging. If vendors ship products in unnecessary or non-recyclable packaging, ask them to reduce packaging or switch to materials that can be recycled or reused.

Steps for Successful Recycling:

1. Most of your waste will be corrugated cardboard. To reduce volume and make storage easier, flatten and bale the corrugated cardboard.
2. Include recycling information in your orientation for new employees.
3. Educate the janitorial service and/or staff responsible for taking out the trash and recyclables about proper separation procedures.
4. Inform grounds crews of the reasons why yard waste should not be mixed with other wastes.
5. Make sure that managers of public areas in shopping complexes are provided with containers for recycling.
6. Put up signs to tell customers that you recycle.



Restaurants and Bars

Since restaurants and bars are points of large scale consumption, recycling should be a key component of operations. Restaurants that use disposable napkins, utensils or placemats can reduce waste volume by switching to reusable items. Many restaurants also generate sufficient quantities of aluminum and glass. Handling of restaurant waste includes:

- Recycle corrugated cardboard, glass, metals and plastic. If space is a problem, specially designed equipment such as can, glass and plastic crushers are available to reduce the volume of your recyclable materials.
- Replace beverage bottles and cans. Most beer and soft drinks can be served on-tap, reducing both the cost of buying beverages and disposing or recycling cans and bottles. Even wine can be stored in bulk in some circumstances.
- Replace disposable items (cups, utensils, trays, dishes and single-serving condiment packages) with reusable items.
- Eat-in restaurants and hotels can use reusable napkins and dinnerware, placemats and tablecloths. Switching from disposables may add to dishwashing and laundry costs, but will save on the purchase of paper goods and avoid waste disposal costs.
- For carryout and fast food, select the minimum appropriate packaging for food.
- Buy in bulk to reduce container waste, but avoid buying too much of a product that might spoil. Buy locally to minimize transportation costs.
- Some fast food chains are operating recycling programs for polystyrene containers. Contact your container supplier about the feasibility of such a project.
- Ask suppliers to provide you with products that are packaged in materials such as recyclable or reusable paper, glass, steel, aluminum or plastic.

CR&R OFFERS
FREE GLASS
RECYCLING FOR
YOUR BUSINESS!

- Donate useful, outdated stock and leftover foods to food pantries, charities and shelters. Collect and send used grease to a renderer.

Steps for Successful Recycling:

1. Be sure that recycling and trash bins look different from each other and are clearly marked. Both types of bins should be conveniently located in the kitchen and bar areas so that employees will use them.
2. Take time to train employees about what gets tossed in which bins. Be specific, using product names used in your establishment. For example, cans from the XYZ company get recycled, but the ABC company containers go into the trash. Make up a "Dos and Don'ts" list for recycling and post it on the bulletin board or at work stations.
3. If your establishment is self-serve, post signs letting customers know that you are recycling and what they should do with their bottles and cans. Either put out a bin for these items, or have customers leave them on a designated counter for collection by your staff. Be sure that your grounds crew knows to keep yard waste separate from other waste.
4. Let your patrons know that you recycle.

This information is provided to you by:

CR&R
Recycling & Refuse Services

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Should you have any questions regarding recycling for your business, contact Maria.

