

New Business Recycling Requirements

5 Easy Steps to Success



1. Identify your champion

Assign an employee or manager to oversee the program and be the designated contact for employees, service providers, and Recycle at Work staff.

2. Set It Up

Work with Recycle at Work staff, your garbage and recycling company, property manager, and janitorial service to create a successful workplace recycling system.

3. Recycle all paper, bottles and cans

Place clearly labeled recycling collection containers next to garbage cans. Glass must always be collected separately while the other accepted materials can be recycled together.

4. Train your team

Provide training at least once a year for employees and tenants. Always include recycling education in your new employee orientation.

5. Throw away less

Institute work practices that will help your business reduce the amount of waste generated. Recycling is an important step, but reducing waste in the first place is even better!

Training your employees is an important step in creating a successful recycling program. Here are some suggestions to get you started:

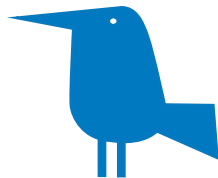
Download the "Mix and Mingle" poster from the Recycle at Work website and place above recycling containers. www.recycleatwork.com

Distribute the Recycling Guide on the opposite side of this flyer to your employees. To request an electronic copy for your employees, email wasteinfo@co.clackamas.or.us.

Take time at a staff meeting to educate employees about the required recycling program.

Ensure employees know their designated recycling contact in case they have questions about workplace recycling.

For free recycling boxes and other technical assistance visit www.RecycleAtWork.com or call 503-557-6363.



Recycle at Work
from Metro and your local governments



Office of Sustainability
503-557-6363
Wasteinfo@co.clackamas.or.us

Employee Recycling Guide

MIX AND MINGLE



PAPER and CARDBOARD

Newspapers, magazines, phone books, opened junk mail, office paper, cereal and shoe-type boxes, shredded paper (place in paper bag), milk, juice, soup cartons (rinsed & drained)

Do not include plastic bags, paper with food on it such as pizza boxes, wax, plastic, or foil-coated paper, paper with "wet strength" in it such as frozen food boxes, paper cups, paper plates, napkins, paper towels, tissue, etc.



CLEAN PLASTIC TUBS and BOTTLES

Plastic bottles and tubs (6 oz. and larger), buckets (no larger than 5 gallons), rigid nursery pots (4" across and larger, no dirt)

Do not include lids, plastic bags, styrofoam® packaging, peanuts, take-out containers, clear "clam-shell" containers, cups, plates, silverware, biodegradable plastics or any plastic bottle or tub smaller than 6 oz.



CLEAN METAL CANS and ALUMINUM FOIL

Clean metal cans, foil, pie plates, trays, empty aerosol cans. Place metal lids inside cans and crimp closed.

Do not include plastic caps. Do not flatten or puncture aerosol cans or remove nozzles.



SCRAP METAL

Include scrap metal that is smaller than 30 inches in any direction and weighs less than 30 pounds.

Do not include metal that has plastic or other non-metal materials attached.

RECYCLE GLASS SEPARATELY



GLASS JARS and BOTTLES

Rinse bottles and jars and recycle separately.

Do not include plates, glassware, cookware, ceramics, vases, light bulbs, mirrors, picture frame & window glass



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