



**RECYCLE OFTEN.
RECYCLE RIGHT.**

Dear Waste Management Customer:

Thank you for recycling with Waste Management! Setting up a recycling program that's good for your business and our environment should be easy. We've consolidated some helpful tips and tools in this Waste Management Business Recycling Toolkit to get you off to the right start.

Download these resources and more at: www.RecycleOftenRecycleRight.com/resources/for-business/

Currently, the recycling industry is experiencing high levels of contamination – trash in the recycling – at a time when the requirements for quality (clean recycling) are increasing due to global market policies, including in China. As a result, our focus on quality is higher than ever as we work to ensure the long-term sustainability of our recycling programs.

When non-recyclable items (contamination) end up in your recycling, they have the potential to turn the entire load into trash, resulting in contamination and additional processing and disposal costs.

IMPORTANT: Please note, under your service terms, **you may be assessed contamination charges for excess contamination** found in your container during recycling collection.

Follow these three simple rules to make your recycling program a success:



Recycle empty plastic bottles, cans, paper and cardboard.



Keep food and liquids out of the recycling.



Empty recyclables directly into your bin - NO bagged recyclables.

Acceptable materials list is subject to change based on local or state regulations and market conditions.

Below you will also find a whole suite of tools to help set up your program and educate your team members.

We look forward to working together to ensure that recycling remains environmentally and economically sustainable.

- Your Waste Management Team

**To Learn More, Visit:
RecycleOftenRecycleRight.com**



#Recycling101

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Waste Management's Business Recycling Toolkit

You and your co-workers can learn more about the importance of recycling, and how to recycle right with these tools.

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Think Green at Work
Form an office Green team.

Let's get back to the basics of recycling. Remember these three rules each to bring you recycle.

- Recycle only materials that are accepted by your local recycling program.
- Recycle only materials that are clean and dry.
- Recycle only materials that are not broken, melted, or contaminated.

It's time to rethink recycling at work. Here's how.

Contact your local Waste Management representative

99.9% of all recycling programs are profitable.
93% of companies that have a recycling program are profitable.

- Recycle Often. Recycle Right.® Brochure ([Download](#))
- Recycling at Work Video – an overview of what is and isn't recyclable, with additional tips to set up your recycling systems ([Download](#))
- Setting up Workplace Recycling – A simple list of everything you need to set up a successful recycling system in six simple steps. ([Download](#))
- Recycling Posters – it is easy to show what is and isn't recyclable in your new bins, and should be posted by every recycling container. ([Download](#))

SETTING UP Workplace Recycling

- 1 Form a Recycling Team**
Select a group of employees interested in recycling and waste management to help set up and monitor recycling systems in your workplace.
- 2 Determine materials to recycle**
Contact your local recycling program to determine what materials are accepted for recycling. Consider performing a waste audit to determine what materials are being used in your office.
- 3 Contact your facility or property manager**
Request that your facility or property manager provide the necessary space and equipment for recycling bins.
- 4 Coordinate labeling with the personnel care and/or staff**
Mark all recycling containers. Provide labels with clear instructions on what to recycle and what not to recycle.
- 5 Educate and motivate staff and employees**
Conduct a training session for all employees and staff. Provide a copy of this poster to each employee and staff member.
- 6 Monitor and expand your recycling efforts**
Monitor the recycling program and make adjustments as needed. Encourage employees to bring in additional materials for recycling.

Always recycle:

- Plastic Bottles & Containers**
Beverage bottles, jugs, and containers
- Food & Beverage Cans**
Cans of soups, vegetables, fruits, and beverages
- Paper**
Paper, newspapers, magazines, and catalogs
- Food & Beverage Cartons**
Cartons of soups, broths, and beverages

Do NOT include in your mixed recycling cart:

- No Food or Liquids**
Food scraps, grease, and liquids
- No Aerosols & Containers**
Aerosols, paint cans, and other containers
- No Clothing, Textiles & Carpets**
Clothing, shoes, and other textiles
- No Large Plastic Bags, Tires & Appliances**
Large plastic bags, tires, and appliances
- No Stumps, Limbs, or Limbs**
Stumps, limbs, and other large debris
- No Batteries or Needles in the Recycling or Trash**
Batteries, needles, and other hazardous materials
- No Styrofoam or Expanded Polystyrene**
Styrofoam and other expanded polystyrene
- No Mirrors, Reflective or Shiny Materials**
Mirrors, reflective materials, and shiny objects
- No Glass**
Glass bottles, jars, and other glass
- No Flammable, Volatile, or Corrosive Liquids**
Flammable, volatile, and corrosive liquids
- No Flammable, Volatile, or Corrosive Solids**
Flammable, volatile, and corrosive solids
- No Flammable, Volatile, or Corrosive Gases**
Flammable, volatile, and corrosive gases
- No Flammable, Volatile, or Corrosive Powders**
Flammable, volatile, and corrosive powders
- No Flammable, Volatile, or Corrosive Pastes**
Flammable, volatile, and corrosive pastes
- No Flammable, Volatile, or Corrosive Pastes**
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Clearly labeled recycling bins help prevent contamination.



Recycling and trash containers should also be labeled, and always placed side by side. Download and print our Get Started Labels (For Trash & For Recycling).

