



RECYCLE AT WORK BUSINESS RECYCLING REQUIREMENTS

(TO BE DISTRIBUTED WITH NEW AND RENEWAL BUSINESS LICENSES)

Universal Best Management Practices

Public Sustainability Program Actions

These Universal Best Management Practices are intended to guide businesses in establishing effective recycling systems and consider opportunities to reduce the overall generation of waste. By implementing these practices businesses will proactively demonstrate compliance with the business recycling requirement.

A. Implement a comprehensive recycling program accessible to all employees.

1. Business recycling collection programs will include regularly scheduled collection and may be provided by the franchised garbage and recycling hauler, a private recycling service or self-haul.
2. Business recycling programs will use a two-container sort system as a starting point: all materials may be mixed together, except for glass which is to be collected separately.
3. Businesses may elect to separate sensitive documents for shredding and/or further separate select materials for collection by a private recycler.
4. Materials for required recycling or reuse include: paper, cardboard, glass and plastic bottles and jars and metal cans. Collection of other recyclable materials is encouraged.

B. Locate internal recycling containers at least as conveniently as garbage containers.

1. Businesses will generally provide for a recycling collection container at each employee work station and/or work area.

C. Correctly label all interior and exterior recycling containers.

1. Interior container labeling is the responsibility of the customer/generator.
2. Exterior container labeling is the mutual responsibility of the customer/generator and the garbage and recycling service provider.

D. Provide training about waste prevention and recycling to new employees and tenants and educate all employees and tenants about recycling and waste prevention at least once annually.

1. Instruct employees and tenants to ensure a practical understanding about effective use of the recycling system.
2. Training new employees and tenants is to occur within 10 days of start/move-in date.
3. Waste prevention education opportunities may include information on topics such as ways to reduce packaging, reuse of materials, double-sided copies, and/or reduced printing and copying.

E. Ensure that property management and janitorial/maintenance agreements enable businesses to meet waste prevention and recycling program goals.

1. Maintenance agreements must not interfere with the ability of the generator to recycle all the required materials with adequate container sizes and service frequency to meet the recycling needs of that generator.