

Recycling requirements for businesses

All kinds of businesses throughout the region are doing their part for the environment by recycling at work. But, during an average year, businesses still send more than 100,000 tons of recyclable paper and containers to local landfills.

To encourage recycling in the region, Metro and local governments have adopted Business Recycling Requirements. To meet these requirements businesses are asked to:

- ✓ Recycle paper, cardboard and containers (aluminum cans, plastic bottles and glass.)
- ✓ Ensure there are containers for collection of these recyclables.
- ✓ Post signs at collection areas, indicating which materials should be recycled.

Recycle at Work staff can help your business take the right steps to meet these requirements.

FREE RESOURCES

from the Recycle at Work program:

- 1 Recycling Boxes**
To place under your desk and at central points within your workplace
- 2 Recycling Posters**
Full color, ready-to-print options
- 3 Free Onsite Assistance**
In-person visit from a Local Government Recycle at Work Specialist

www.recycleatwork.com • 503-557-6363



A message from the Recycle at Work team

We are ready to help your business with free, customized service to design a comprehensive recycling program.



We want to help you create less waste and recycle more

We provide the following services:

- ✓ Analyze your waste stream.
- ✓ Set up recycling service or work with your custodial staff.
- ✓ Form a “green team” to motivate co-workers
- ✓ Get tips on reducing waste and purchasing sustainable products
- ✓ Get training and educational materials for your employees.

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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



Recycle at Work
from Metro and your local governments