

# Think Green at Work

## Form an office Green team.

### Reduce

- Use print preview and double-sided copies to reduce the amount of paper.
- Use on-site shredded paper as packing materials instead of purchasing new bubble wrap or foam.
- Reduce energy by switching off computers, chargers and lights when not in use.

### Reuse

- Stock and use reusable dishware and utensils.
- Single-sided copies can be used as scrap paper.
- Don't throw away old bubble wrap and foam peanuts - use them again!
- Create an office supply Reuse Station. Your used office supplies may be someone else's treasure!

### Recycle

- Get back to the basics of good recycling!

Let's get back to the basics of recycling.

Remember these three rules each time you recycle:



**Recycle all empty bottles, cans, paper and cardboard.**



**Keep food and liquids out of the recycling.**



**Empty recyclables directly into your bin - NO bagged recyclables.**

*Take loose plastic bags back to a local retailer for recycling.*



**RECYCLE OFTEN.  
RECYCLE RIGHT.™**

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

**99.9%**  
RELIABILITY

Out of every 1,000 pickups, we miss one or fewer.



**We're driving for zero.**

**4 OUT OF 5** COMMERCIAL CUSTOMERS SAID THEY WERE LIKELY TO RECOMMEND WASTE MANAGEMENT TO OTHER PROSPECTIVE CUSTOMERS.



**93%**

of Waste Management customers **rate us high for reliability.**

Contact your local Waste Management representative

To Learn More Visit  
[RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com)

#recycling101  
#RORR



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The Recycle Often. Recycle Right.™ recycling education program was developed based upon national best practices.



# You Have the Power!

Ever wonder, "Why and how to recycle?"

When you use "Recycle Often. Recycle Right.<sup>SM</sup>" great things happen. Every day we encounter hundreds of recyclable items. By recycling properly, you help materials get to their next best use, which in turn saves tons upon tons of raw materials, time, energy and expense.

## The Battle on Contamination

It's all about quality when it comes to recycling, and recycling right is more important than ever due to new standards for recyclable materials.

**Did you know... When non-recyclable materials, like plastic wraps, bags, or textiles, end up in recycling bins, or materials have food or liquid in them, they can ruin an entire load of recycling?**

We ask you to ensure your recycling containers are filled with only clean and loose recyclable materials. Please act today to help keep recycling viable and avoid service charges on contaminated loads. Remind your coworkers about what is recyclable and what is not. We have resources to help on our Recycle Often. Recycle Right.<sup>SM</sup> website ([www.rorr.com](http://www.rorr.com) see Resources/For Business).



## SET UP Workplace Recycling

**1** Form a Recycling Team

**2** Determine materials to recycle

**3** Contact your facility or property manager

**4** Coordinate training with the janitorial crew and/or staff

**5** Educate and motivate staff and employees

**6** Maintain and expand your recycling efforts

To learn more visit:  
[RecycleOftenRecycleRight.com](http://RecycleOftenRecycleRight.com)

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### Always recycle:



Plastic Bottles & Containers



Food & Beverage Cans



Flattened Cardboard & Paperboard



Mixed Paper



Food & Beverage Cartons



Glass Bottles & Containers

### Do NOT include in the recycling:



**NO Food Waste**  
(Compost instead!)



**NO Plastic Bags & Film**  
(Find a recycling site at [plasticfilmrecycling.org](http://plasticfilmrecycling.org))



**NO Foam Cups & Containers**  
(Check [Earth911.org](http://Earth911.org) for options.)



**NO Needles**  
(Keep medical waste out of recycling. Place in safe disposal containers like Waste Management's MedWaste Tracker® box.)



**No Bagged Recyclables**  
Empty your recyclables directly into your recycling container - don't put them in plastic bags.