

RECYCLING & WASTE REDUCTION GUIDELINES FOR OFFICES

Increase Recycling and Reduce Waste!

ADOPT GREEN PURCHASING PRACTICES:

- Buy from local vendors.
- Start an Environmentally Preferable Purchasing (EPP) program. (see "Buy Recycled" on the other side)
- Choose products with minimal packaging, have the highest recycled content and are recyclable.
- Choose supplies that reduce plastic use and are easy to reuse or recycle, such as:
 - binder/paper clips
 - paper folders, binders and boxes
 - crumpled/shredded paper for shipping

REDUCE PAPER USE:

- Email documents instead of printing them.
- Use presentations rather than handouts at meetings.
- Print on both sides of the paper whenever possible.
- Take paperless notes on a laptop or tablet.
- Store files digitally.

REDUCE FOOD PACKAGING WASTE:

- Encourage reusable mugs for coffee and reusable containers, plates, cups and utensils for lunch/snacks.
- Avoid offering single-serve/single-use utensils, cups and food items in kitchenettes and break rooms.

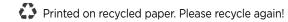
Contact ACI of San Ramon for help starting or improving your RECYCLABLES and/or ORGANICS collection program today!

OUR REPRESENTATIVES ARE AVAILABLE TO:

- Visit your business to conduct waste assessments.
- Make service suggestions.
- Help train staff and/or tenants.
- Provide posters and service guides.
- Provide internal collection container options.

When in Doubt...Find Out! Contact Us!

voice - 925-380-9480 email - info@AlamedaCountyIndustries.com website - www.SanRamonRecycles.com









Proper Sorting Makes a Difference!

Items going in the **RECYCLABLES** cart or bin should be empty and clean.

Items going in the ORGANICS cart or bin should be free of glass, metal, and plastic.





GREEN = ORGANICS



Keep the Recycling Stream Clean!

Garbage and Organics <u>DO NOT</u> belong in the blue **RECYCLABLES** bin/cart. Make sure recyclable plastic, metal and glass food containers are empty and clean before placing them in the blue **RECYCLABLES** bin/cart.

Non-recyclable materials cause contamination, can damage sorting machinery, and result in recyclables in the landfill.

For a complete list of what belongs in the blue **RECYCLABLES** cart and/or bin, visit: **www.SanRamonRecycles.com**.

Buy Recycled

POSTCONSUMER RECYCLED-CONTENT PRODUCTS (RCP) reduce pollution, save landfill space, create California jobs, and support small businesses. Buying recycled also:

- Closes the recycling loop and conserves resources.
- Reduces raw material extraction and preserves wildlife habitat.
- Reduces pollution and greenhouse gas emissions.
- Helps create market demand and competition.





ENVIRONMENTALLY PREFERABLE PURCHASING (EPP) CalRecycle's EPP site provides a collection of available tools and other resources to help individuals and organizations initiate or improve their EPP program.

WHERE TO BUY POSTCONSUMER RECYCLED-CONTENT PRODUCTS

- The Recycled-Content Product Manufacturers (RCPM) directory includes innovative recycledcontent product manufacturers.
- **RecycleStore** is a CalRecycle resource you can use to search for manufacturers of recycled products located in designated California Recycling Market Development Zones throughout the state.



Did You Know? Recycling one ton of paper saves:

- enough energy to power an average U.S. home for six months
- 7,000 gallons of water
- 17 trees
- 3.3 cubic yards of landfill space

*SOURCE: www.EPA.gov



Remember to: REDUCE, REUSE, ROT & RECYCLE!