



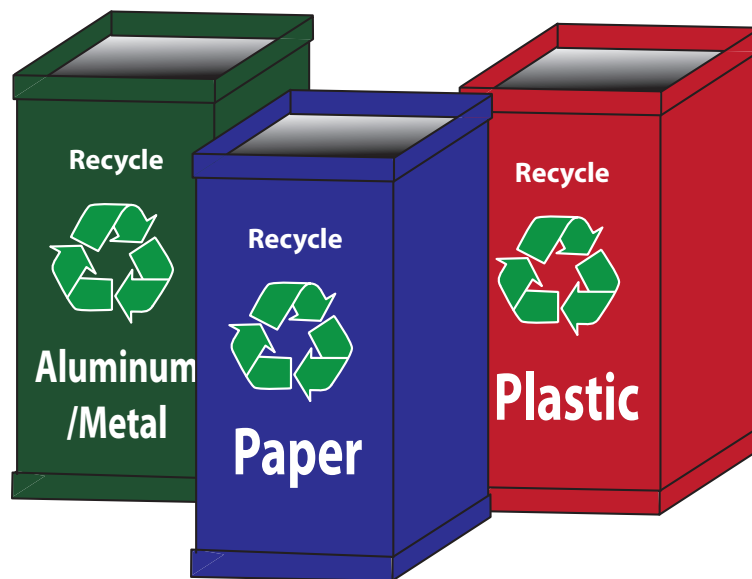
Fact Sheet

Recycling

Why recycle? Recycling is good for the environment, and in some areas, can reduce the cost of waste disposal. It helps reduce the amount of waste that would be buried in landfills. Recycling provides a supply of materials that is transformed into new products. Plus we are setting a responsible example for our children on how to take care of our world!

Here are some tips on getting started:

- Locate recycling centers or programs in your community. Look in the phone book or check on-line at www.earth911.org for a convenient collection site.
- Choose a recycling coordinator.
- There are four major methods of collecting recyclables: buy-back centers, drop-off centers, curbside, and deposit/refund programs. What types are available in your area and what will you use?
- Identify materials that can be recycled in your area.
- Possible materials in office areas:
 - ◆ corrugated cardboard
 - ◆ ink cartridges
 - ◆ paper
 - ◆ cans
 - ◆ bottles
- Possible materials in foodservice areas:
 - ◆ metal cans
 - ◆ plastic containers
 - ◆ corrugated cardboard
 - ◆ glass



- Designate a container and a location for each type of recyclable, considering locations appropriate for the material.
- If containers are not provided, consider washable plastic bins, trash cans, or cardboard boxes.
- Label the containers for each material.
- Instruct the staff on what is being recycled and how to sort.
- Wash or rinse cans and plastic containers to discourage pests and to cut down on the smell.
- To conserve energy, combine trips to the recycling center with other errands.



References

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