



simple steps to
start an office
recycling
program

Bans on Corrugated Cardboard, Newspaper and Office Paper

Materials banned from your garbage, at all public disposal facilities, include cardboard, newspapers and telephone books, photocopy paper, computer paper, ledge paper, typewriter paper, white and colored bond and letterhead. Haulers can be fined a surcharge of \$150 if more than 10% of their load contains these recyclable materials. If you are not recycling those materials, haulers may very well pass those fines on to you. For more information on the disposal bans phone the Regional Waste Reduction Office at 469-6250.



Did you know that last year enough fluorescent tubes were recycled to reach through our troposphere (10 km) and into the stratosphere?

Did you know that fluorescent light bulbs contain between 4 to 48 milligrams of mercury?

office recycling

Office paper is one of the three main materials that businesses throw in the garbage, despite the fact that 75% of businesses have a recycling program. This tip sheet can help you increase the participation in your existing recycling program or provide you with the direction you may be looking for to start recycling in your office.

simple steps to start a recycling program

1. Take a look at your garbage. Is most of it paper and cardboard? Start your program with these materials. If your office doesn't generate much paper or cardboard, it may be more economical to designate a staff member to drop off these materials at a nearby recycling depot. If a lot is generated, you'll need to choose a recycling company, refer to page 5.
2. Find out who is responsible for garbage collection. Is it your office? Your landlord? If it's your landlord, ask about a recycling program for the building, complex, or mall.
3. If your building is small, consider sharing a recycling bin with neighboring businesses. This saves space, cuts costs and increases overall recycling. If your garbage is primarily full of paper and cardboard, you could replace it with a recycling bin and share a garbage bin.
4. Concerned about confidentiality? There are some recyclers that guarantee confidentiality by shredding your paper, either on or off site. Refer to the list provided with this booklet.

how about fluorescent tubes, batteries and toner cartridges?

- These can all be recycled. Look in the directory for a recycler.
- Contact your toner cartridge supplier and find out if they have a 'take-back' program.
- If your business uses a lot of rechargeable batteries ("Ni-Cads") call the Rechargeable Battery Recycling Corporation of Canada at 1-800-8BATTERY to find out about their program for collecting and recycling rechargeable batteries.

The average office employee generates about 2.5 kgs of waste paper each week – that's more than one ram of paper. Recycling can save disposal costs. Reusing can save purchasing costs. Close the loop – buy recycled paper products

Need help?
Call 469-6250.

5. Does a janitorial company collect the garbage from workstations throughout your office? If so, here are two methods that local businesses are currently using:

- If the garbage is primarily recyclable paper, each workstation may not need its own garbage can. Consider replacing those individual garbage cans with individual recycling bins. Employees can take their garbage to a centralized bin. That will free your janitors to collect workstation recycling bins instead of garbage.
- If every employee really needs both garbage and a recycling bin, you could make it the responsibility of the employee to empty the individual recycling bins into a centralized bin (which in turn is emptied by your recycling contractor or janitor).

6. Working with your Janitorial Staff

- Include Janitorial staff in the design of the program.
- Discuss options for the collection of recyclables (i.e. modify janitorial carts, alternate collection of garbage & recycling). Janitorial staff is one of the keys to a successful program; they know who is recycling and who isn't. Remember, they can help increase staff awareness.