



*Proud to be your
service provider.*

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 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 lunch rooms and cafeterias.



Contact Milpitas Sanitation 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 containers.



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

voice - 408-988-4500

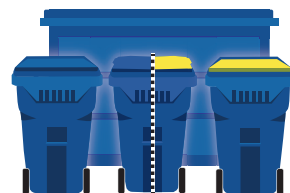
email - info@MilpitasSanitation.com

website - www.MilpitasSanitation.com

Proper Sorting Makes a Difference!

Items going in the **RECYCLABLES** bins, dedicated and/or split carts should be empty and clean.

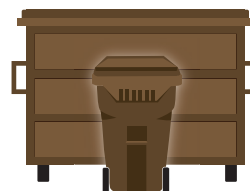
Items going in the **YARD TRIMMINGS** and **FOOD SCRAPS** carts or bins should be free of glass, metal, and plastic (plastic bags allowed in food scraps).



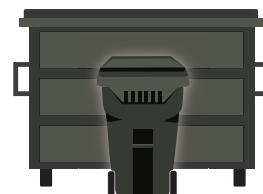
BLUE = RECYCLABLES



GREEN = YARD TRIMMINGS



BROWN = FOOD SCRAPS



GRAY = GARBAGE



Printed on recycled paper. Please recycle again!

Keep the Recycling Stream Clean!

Garbage and Organics DO NOT belong in the blue **RECYCLABLES** bins, dedicated carts and split carts. Make sure recyclable plastic, metal and glass food containers are empty and clean before placing them in the blue **RECYCLABLES** container(s).

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** containers, visit: www.MilpitasSanitation.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 recycled-content product manufacturers.
- **RecycleStore** is a CalRecycle resource you can use to search for manufactures 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!**