



*Proud to be your  
service provider.*

# RECYCLING & WASTE REDUCTION GUIDELINES FOR RETAIL ESTABLISHMENTS

## Increase Recycling and Reduce Waste!

### ADOPT GREEN PURCHASING PRACTICES:

- Buy from local vendors.
- Transport products via ground instead of air.  
(see "Are Reusables Right For Your Business?" on the other side)
- Promote/purchase products with minimal packaging, have the highest recycled content and are recyclable.

### REUSE TO REDUCE WASTE

- Offer an incentive to encourage customers to use reusable shopping bags.
- Use paper bags instead of plastic.
- Promote buy-back, trade-in or donation programs of the products you sell.
- Donate damaged or outdated merchandise, display and/or decor items.
- Reuse packaging and shipping materials.

### AIM FOR ZERO WASTE

- Use digital marketing (*online catalogs, email newsletter, mobile marketing*) and a paperless inventory tracking system to reduce paper waste.

### MAKE THE MOST OF YOUR COLLECTION PROGRAM

- Work with your landlord and/or neighboring tenants to choose the right-sized containers and maintain clean and efficient collection area(s).
- Make the most of our recyclables and organics programs to reduce disposal costs. (See "Contact Milpitas Sanitation" below for assistance)

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](mailto:info@MilpitasSanitation.com)

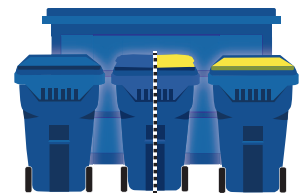
website - [www.MilpitasSanitation.com](http://www.MilpitasSanitation.com)



## Proper Sorting Makes a Difference!

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

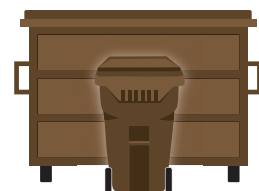
Items going in the **YARD TRIMMINGS** and **FOOD SCRAPS** carts or bins should be free of glass, metal, and plastic (plastic bags allowed in food scraps).



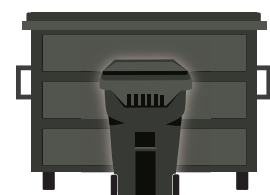
**BLUE = RECYCLABLES**



**GREEN = YARD TRIMMINGS**



**BROWN = FOOD SCRAPS**



**GRAY = GARBAGE**

## 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](http://www.MilpitasSanitation.com).



## Are Reusables Right for Your Business?

Reusable transport packaging ("Reusables") replace limited-life transport packaging, saving money and resources.

### EXAMPLES OF REUSABLES INCLUDE:

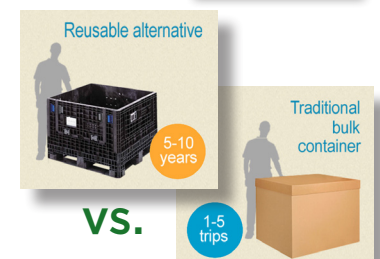
- Hand held containers.
- Pallets, pallet wraps and bands.
- Bulk containers and drums.

### REUSABLES CAN OFFER SIGNIFICANT ADVANTAGES OVER TRADITIONAL TRANSPORT PACKAGING BY:

- Lowering shipping costs.
- Offering more efficient product storage, handling and distribution.
- Improving product protection, worker safety and storage efficiency.

### FIND OUT IF REUSABLES ARE RIGHT FOR YOU!

Visit [www.usereusables.org](http://www.usereusables.org) to complete the checklist, apply for grant funds and read success stories.



## Become a Green Business!

The Green Business Network certifies businesses that meet program standards for conserving resources, preventing pollution and minimizing waste.

### Green Business Benefits:

- Save money and increase profits.
- Marketing advantages.
- Community good will.
- Publicity and recognition.
- Environmental assistance.



For more information, visit: <https://greenbusinessca.org>.



**Remember to:  
REDUCE, REUSE,  
ROT & RECYCLE!**