

# Recycling Guidelines

## for the Housekeeping & Custodial Service

Help Us Improve Recycling. You are a key player!



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# Recycling Guide - Clean Materials Only

|   |  |   |  |
|---|--|---|--|
|  <p><b>MIXED PAPER</b></p> <ul style="list-style-type: none"><li>Copy Paper</li><li>Cardboard</li><li>File Folders</li><li>Junk Mail</li><li>Paper Envelopes</li><li>Posters</li><li>Sticky Notes</li><li>Magazines</li><li>Brochures</li><li>Receipts</li></ul> <p><b>NO Paper Towels, Tissues, or Napkins</b><br/><b>NO Paper Cups or Plates</b><br/><b>NO Hardcover Books</b></p> |  <p><b>RIGID PLASTIC</b></p> <ul style="list-style-type: none"><li>Empty Bottles</li><li>Clean Food Containers</li><li>Plastic Cups</li><li>Other Hard Plastics (Coffee Lids, Caps...)</li></ul> <p><b>NO Food or Liquids</b><br/><b>NO Soft Packaging</b><br/><b>(Plastic Bags, Wrappers, Squeeze Tubes or Pouches)</b><br/><b>NO Compostable Containers</b></p> |  <p><b>METAL</b></p> <ul style="list-style-type: none"><li>Aluminum Cans</li><li>Aluminum Foil</li><li>Soup/Tuna Cans</li><li>Bottle/Jar Caps</li></ul> <p><b>NO Food or Liquids</b></p> |  <p><b>GLASS</b></p> <ul style="list-style-type: none"><li>Bottles</li><li>Jars</li></ul> <p><b>NO Food or Liquids</b><br/><b>NO Plates or Glasses</b><br/><b>NO Broken Glass</b></p> |
|---|--|---|--|

# Trash Guide



## SOFT PLASTIC

- Plastic Bags
- Ziploc Bags
- Plastic Wrap
- Bubble Wrap

Squeeze Tubes or Pouches

## Food & Snack WRAPPERS

- Chip Bags
- Cereal Bar Wrapper
- Chocolate Bar Wrapper
- Candy Wrapper

## FOOD & LIQUIDS

- Food Scraps
- Soiled Food Containers
- Bottles/Cups with liquid

## STYROFOAM

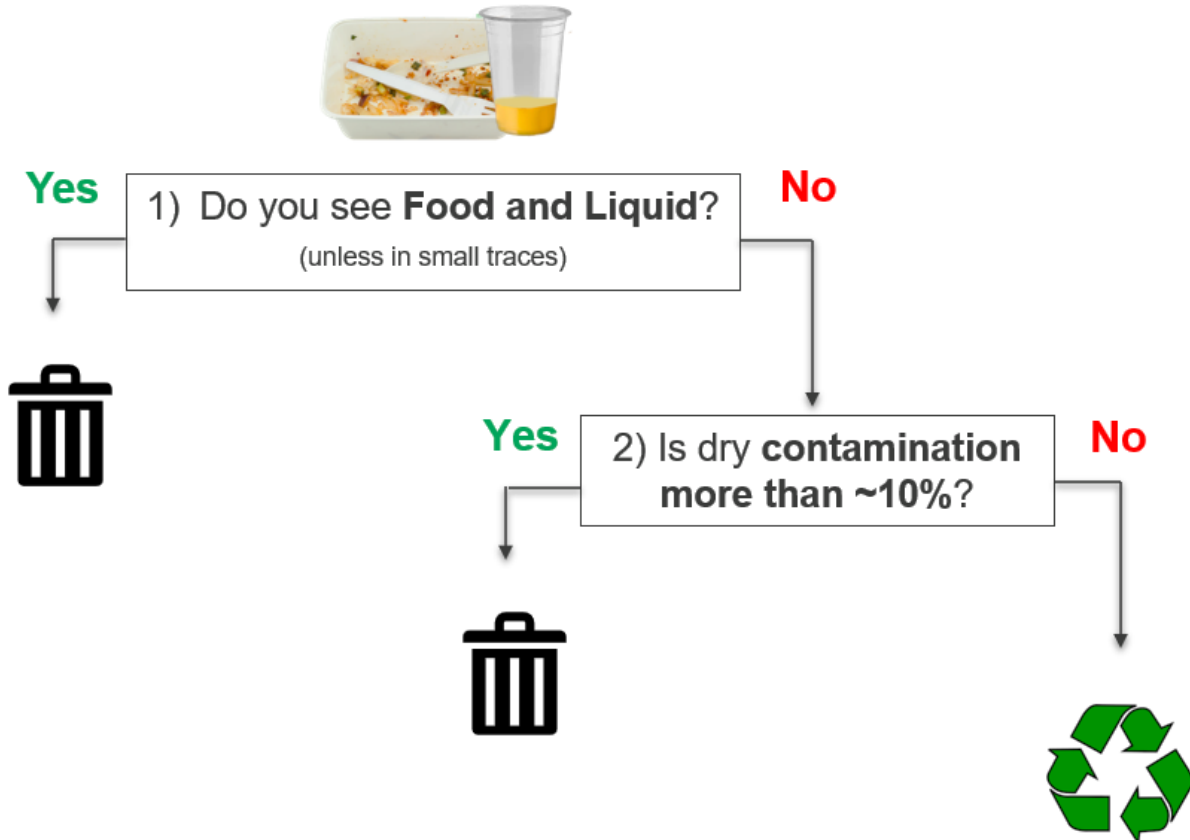
- Cups
- Plates
- Food boxes

## OTHERS

- Plastic Straws
- Utensils
- Coffee Pods
- Paper Towels, Napkins, Tissues
- Soiled Paper, Cardboard
- Paper Cups or Plates
- PPEs (Gloves and Masks)
- Compostable Plastics
- Plates and Drinking Glasses
- Broken Glass
- Mixed Materials (Bubble Mailer, Pens,...)
- Others (items not specified in the recycling list)

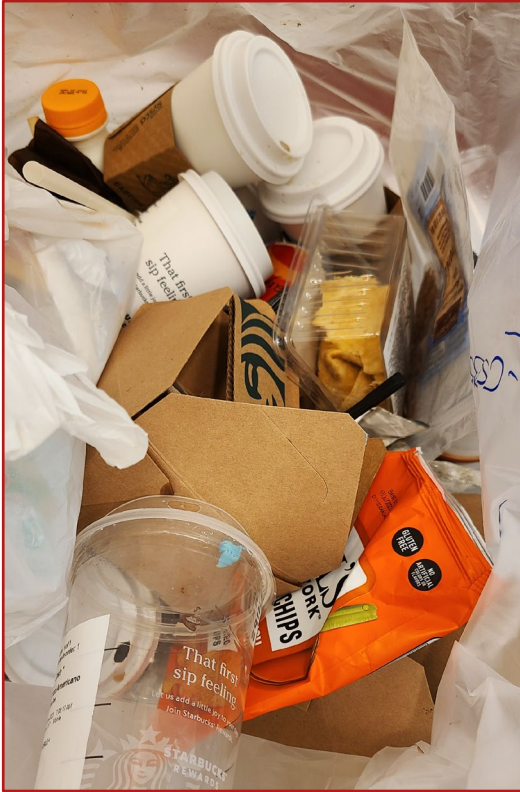
# 1 - When does a recycling bag become trash?

Decision Chart:



Acceptable amounts:

- **Liquids:** a few drops per container are ok.
- **Food:** only residues/trace amounts are acceptable (food containers need to be either rinsed or wiped).
- **Dry contaminants:** a few per bag are acceptable, around 10% of the volume.



**✗ Do not recycle:** More than 10% contamination and food residues are present (the only recyclable items are the plastic cup and juice bottle on the left and the water bottle and cardboard box on the right.)



**✗ Do not recycle:** Food residue, more than in trace amount, is present.



✓ **Good Recycling:** A few small contaminants (left - spoon, tissue, dirty yogurt cup; middle: dirty yogurt cup and spoon; right: paper towel) but most items are good.



✓ **Good Recycling:** A few contaminants (chips bag) and a trace amount of liquid (a few drops of milk) are acceptable.

## **2 – What to do with a bag of clean recycling?**

Bring it to the same area designated for trash (usually by the freight elevator).



Place it in a different corner or side of the wall than the trash bags so it's easier for the custodian to identify the recycling – double check with your supervisor.

## **3 – Only Change Recycling Bags when Full.**

No need to change daily (unless significant food contamination is present).



Fewer bags = Less waste, Lower cost.

## **4 – Recycling bins must be next to a trash bin.**

A recycling bin alone becomes a trash bin.



If you see a recycling bin alone, please add a trash bin next to it or notify your supervisor.



**5 – Color coding:** Make sure that bins have the correct color.

**TRASH:** black or grey

**MIXED RECYCLING:** Blue

**PAPER:** Green



**No:** Trash lid should be grey or black.



**No:** Recycling lid should be blue.



**No:** Recycling bin and lid should be blue.



**Yes.**

**Why separate paper if we have a single-stream recycling system?**

When paper is in its own bag, separated from bottles and cans, it stays cleaner and has a better chance of being recycled.