

Rules of the Recycling Game





Step up to the plate and start your own recycling program. Recycling is easy, can save money and is good for our environment. It's the #1 draft pick in trash management!

- 1. Designate a "Recycling Coach":** Select someone at your business to manage your recycling program.
- 2. Call Allied Waste Services at (408) 432-1234.** You can get started with a free facility walk-through, posters, inside container stickers, and desk-side recycling boxes.
- 3. Purchase indoor recycling containers.** Centrally located containers can then be emptied into the outdoor recycling bin provided by Allied Waste Services.
- 4. Educate employees about the recycling rules.** Use the free materials offered with the recycling program to show what's accepted for recycling.
- 5. Cover all your bases.** Place indoor recycling containers in convenient central areas.
- 6. Make it easy.** Label each indoor recycling container with a free sticker.
- 7. Announce the recycling program.** Use staff meetings and the bulletin board to rally your recycling team! Keep the team spirit going with a quarterly party and recognize team players that reduce the company's waste right off the bat.
- 8. Show customers that your business recycling-friendly.** Display the free posters!

Inside your desktide recycling box:

YES

- Cardboard (flattened)
 - Mixed Paper (newspaper/magazines, phone books/directories, junk mail, brochures)
 - Aluminum and metal cans, glass bottles & jars
 - Shredded Paper (place large amounts in a plastic bag)
 - Beverage Containers labeled CA CRV (glass, plastic bottles & aluminum cans)
 - Spiral-bound or glue-bound books & manuals
 - Plastic containers  to 
- Please remove food wastes & liquids from containers!*

NO

- Food & food containers
- Styrofoam
- "Peanuts" packaging material & loose bubble wrap
- Restroom & kitchen waste paper
- Glass panels & fluorescent light bulbs
- Photographs & film
- CDs and jewel cases

For more information call Allied Waste Services at (408) 432-1234.

Printed on 100% Post Consumer Recycled Paper

