

The building follows a **Single Desk Side (SDS) system**. Each desk should have only one bin and this bin should be used for 'paper only'.

Having an additional bin at any desk does not follow the building's recycling program; nor are cleaners suppose to be emptying more than one bin under an employee's desk. The building's cleaning staff is only required to maintain tenant separation efforts and will not perform any sorting of materials improperly commingled in deskside bins. Thus, employee participation is integral to the success of recycling.

This bin should be used for DRY, mixed Paper. Mixed paper includes ALL types of paper: white office paper, colored paper, envelopes - with or without plastic windows - file folders, post-it notes, binder dividers, manila envelopes, magazines, catalogues, newspapers, clean paper bags, empty coffee cups, paper towels, packaging paper, soft cover books, and smooth cardboard boxes). Paper with staples and envelopes with plastic windows are ok to put in the deskside bin. Tissues are OK to put in your deskside bin - they won't soil the paper in your deskside bin.

85% of average daily waste generated at an employee's desk is dry office waste – most of which is paper. Having only one bin at your desk actually increases the amount of paper that is ultimately recycled. Also, keeping food and liquids contained to central areas reduces unwanted odors, prevent spills and messes, and prevent pests such as mice and cockroaches.

We recommend having three bins located in the pantry, two clear lined slim jims for pantry waste and one clear lined for glass, metal, and plastic(GMP). All clean, rigid plastic items of any shape or color may be placed in GMP bin for recycling.

A good rule of thumb to remember about the program is, if you can tear it, it is likely recyclable paper – so put it in your deskside bin. If it is a clean and rinsed plastic, glass or metal container you can put it in the bottle and can bin.

For example, your empty coffee paper cup and empty paper pastry wrapper with a few crumbs in it are OK. Your empty potato chip bag or empty granola bar wrapper are OK – these items won't soil the paper in your deskside bin. However, your salad container or Chinese food box or burrito wrapper or oily pizza plate are NOT ok. Does your soda cup still have ice in it? Is there still liquid in your coffee cup? Take it to the pantry and dump it out before discarding. Apple cores, banana peels, and orange rinds should be taken to central trash receptacles.

Milk carton's should be placed in the GMP bin because they are plastic lined.

All food and beverage waste should be taken directly to the pantry for disposal in bins marked "Garbage Only" .

I've attached the signage along with memo's for posting and distribution educating employees about the recycling program.

Please feel free to reach out if you should have any questions.

Thank you for recycling!