

# THINK GREEN AT WORK

## FORM AN OFFICE GREEN TEAM

### Reduce

- Use print preview and double-sided copies to reduce the amount of paper.
- Use on-site shredded paper as packing materials instead of purchasing new bubble wrap or foam.
- Reduce energy by switching off computers, chargers and lights when not in use.

### Reuse

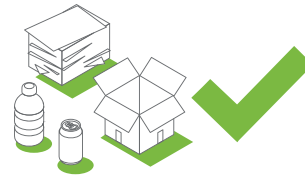
- Stock and use reusable dishware and utensils.
- Single-sided copies can be used as scrap paper.
- Don't throw away old bubble wrap and foam peanuts - use them again!
- Create an office supply Reuse Station. Your used office supplies may be someone else's treasure!

### Recycle

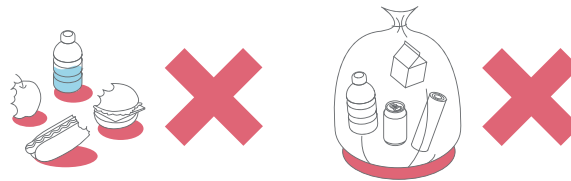
- Get back to the basics of good recycling!

## LET'S GET BACK TO THE BASICS OF RECYCLING.

So please remember these three rules the next time you recycle:



Recycle clean bottles, cans, paper, and cardboard.



Keep food and liquid out of your recycling.

No loose plastic bags and no bagged recyclables.

## IT'S TIME TO RECYCLE RIGHT AT WORK

# HERE'S HOW



Contact your local Waste Management representative  
(000) 000-0000

To learn more, visit  
[wm.com/recycleright](http://wm.com/recycleright)

# YOU HAVE THE POWER

## Ever wonder, “Why and how to recycle?”

When you recycle right great things happen. Every day we encounter hundreds of recyclable items. By recycling properly, you help materials get to their next best use, which in turn saves tons of raw materials, time, energy and expense.

# THE BATTLE AGAINST CONTAMINATION

It’s all about quality when it comes to recycling, and recycling right is more important than ever due to new standards for recyclable materials.

**Did you know... When non-recyclable materials, like plastic wraps, bags, or textiles, end up in recycling bins, or materials have food or liquid in them, they can ruin an entire load of recycling?**

We ask that you fill your recycling containers with clean and loose materials - don’t bag your recyclables. Please act today to help keep recycling viable and avoid service charges on contaminated loads. Remind your coworkers about what materials are acceptable to recycle and which are not. We have resources to help you and your business at [www.wm.com/us/en/inside-wm/recycle-right/recycling-resources#business](http://www.wm.com/us/en/inside-wm/recycle-right/recycling-resources#business)



1

Form a Green Team

2

Determine what materials are acceptable to recycle

3

Contact your facility or property manager

4

Coordinate training with the janitorial crew and/or staff

5

Educate and motivate staff and employees

6

Maintain and expand your recycling efforts

To learn more, visit [wm.com/recycleright](http://wm.com/recycleright)

## ✓ ALWAYS RECYCLE



Plastic Bottles & Containers



Food & Beverage Cans



Paper



Flattened Cardboard & Paperboard



Glass Bottles & Containers

## ✗ DO NOT INCLUDE IN YOUR MIXED RECYCLING CONTAINER



NO Food or Liquids



NO Foam Cups & Containers



NO Loose Plastic Bags, Bagged Recyclables or Film

Empty recyclables directly into your bin.



NO Green Waste



NO Clothing, Furniture & Carpet



NO Batteries – check local drop-off programs for proper disposal