

INTERNAL CONTAINER GUIDE

RECYCLING AND COMPOSTING BEST MANAGEMENT PRACTICES IN THE OFFICE

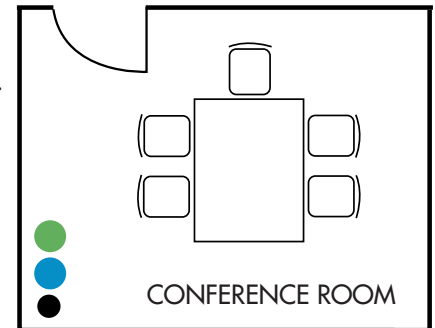
This document serves as a quick guide for best management practices to organize internal waste containers within your office. With proper placement and labeling of waste stations, sorting can become second nature to employees and improve custodial efficiency.

PLACEMENT

Accessible waste stations are a requirement in common areas and will increase participation, reduce contamination, and help achieve compliance with Palo Alto's Recycling and Composting Ordinance and State's requirements.

To improve waste sorting:

- » Create a three-stream waste station in common areas (ex. lobbies, courtyards, hallways, etc.)
- » Increase the size of compost and recycle containers
- » Reduce the size of landfill containers



LABELING



Labels on containers are required. Having additional signage above and around the containers helps users to sort materials properly. Contact a GreenWaste Environmental Outreach Coordinator to request posters and stickers for your business at no additional cost.

Required labeling includes:

- » Images of accepted items and text of unaccepted items on the container
- » Signage on the container is required and additional signage at eye level is encouraged
- » Containers are color-coded (green compost, blue recycle, and black landfill)



RESOURCES

GreenWaste of Palo Alto can provide a vendor list of example internal containers that can be used for a three-stream waste station set ups. These products can also be found at office supply stores.



OFFICE WASTE COLLECTION SYSTEM

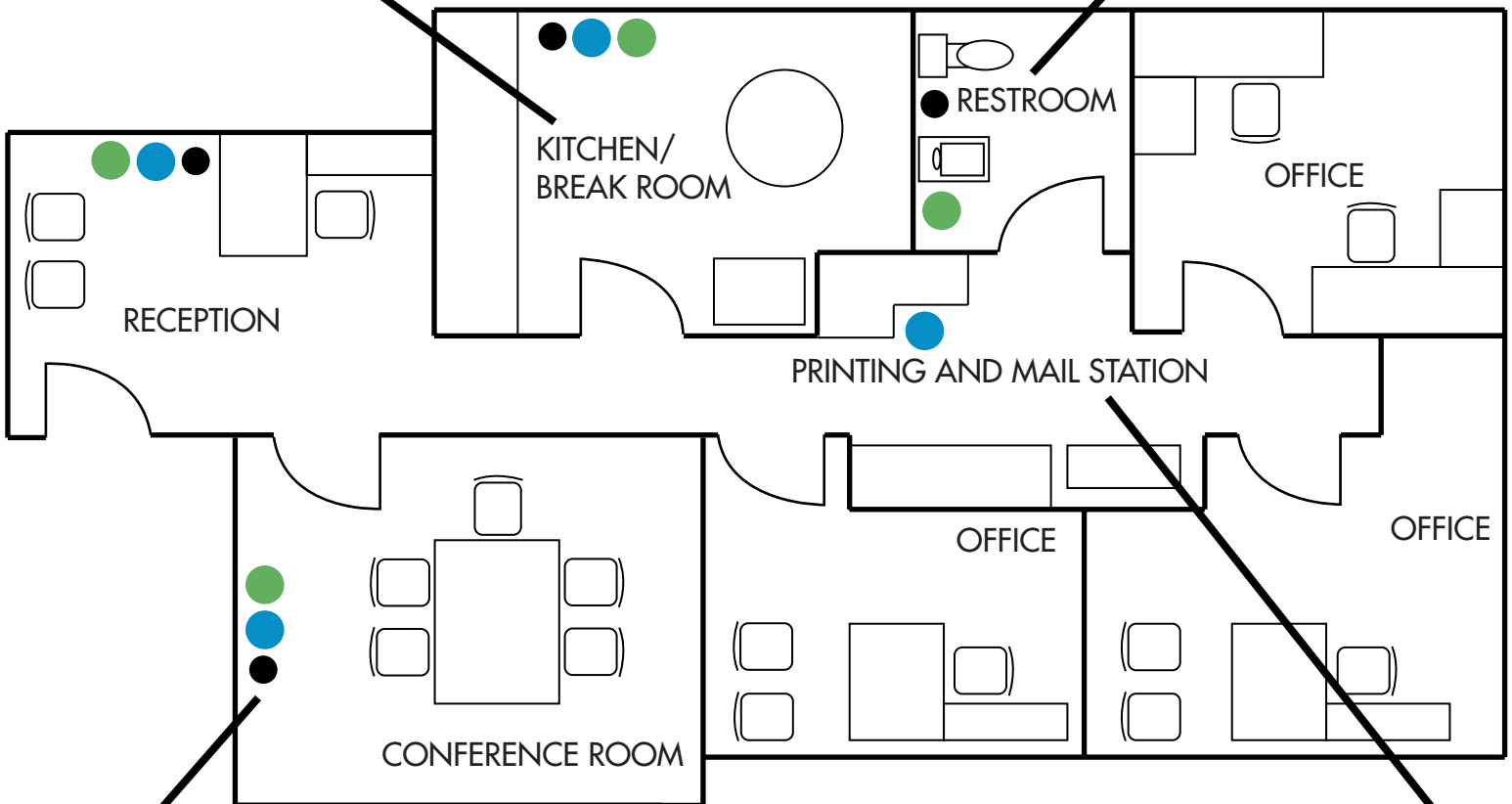
Strategically place your waste stations to maximize the recovery rate of recyclables and compostables in your office. Below is an ideal placement of recycle, compost, and landfill containers.

WASTE STATIONS

A waste station includes a compost, recycle, and small landfill container set side by side and labeled with sorting signage. Waste stations are located in common areas such as the kitchen/break room and conference rooms.

RESTROOM CONTAINERS

Compost containers are located in the restrooms to collect soiled paper including paper towels and used tissues. Sites can add landfill containers as well for disposal of personal hygiene products.



CENTRALIZED LOCATIONS

Employees should utilize one of the centralized waste stations to properly dispose of their waste instead of personal waste containers. This reduces the amount of refuse containers custodial staff need to manage and improves waste sorting practices throughout the office.

RECYCLING AT THE SOURCE

Containers for recyclables collection are located where strictly paper waste is created, including next to the copier or mailboxes.

