

# INTERNAL CONTAINER GUIDE

## recycling AND composting BEST MANAGEMENT PRACTICES IN THE OFFICE

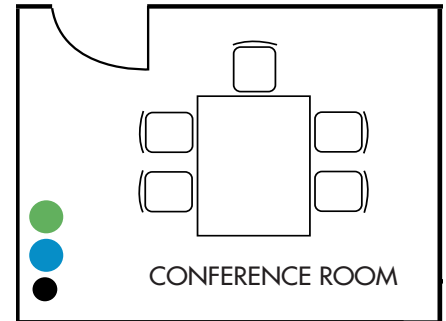
This sheet serves as a quick guide for best management practices on internal waste container organization within your office. With proper placement and labeling of waste stations, sorting can become second nature to employees and improve custodial efficiency.

### PLACEMENT

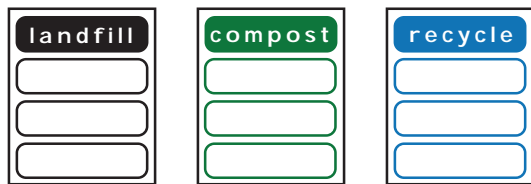
Accessible stations will increase participation, reduce contamination, and help achieve compliance with Palo Alto's Recycling and Composting Ordinance.

To help building occupants separate their waste:

- » Create a **three stream waste station** in common areas
- » **Reduce** the size of landfill containers to emphasize waste diversion
- » Provide a **recycling** container for under desk waste



### LABELING



Labeling with posters on and around bins helps people understand at a glance, how to sort materials properly. Contact a GreenWaste Environmental Outreach Coordinator to request posters and stickers for your business at no additional cost.

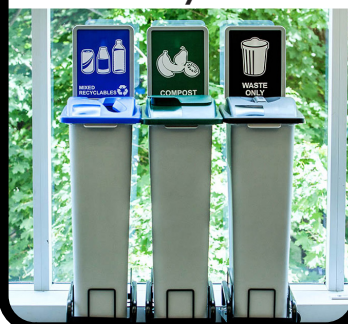
Effective labeling includes:

- » **Pictures** or illustrations of commonly discarded items
- » Signage at **eye level** or around the container opening
- » Consistency of **color coded** bins

### RESOURCES

GreenWaste has compiled a list of some vendors with a variety of internal containers, seen here, that can be used for a three stream waste collection system. These products can also be found at an office supply store.

#### Busch Systems



#### TM Fitzgerald



#### Rubbermaid Wholesale



# OFFICE WASTE COLLECTION SYSTEM

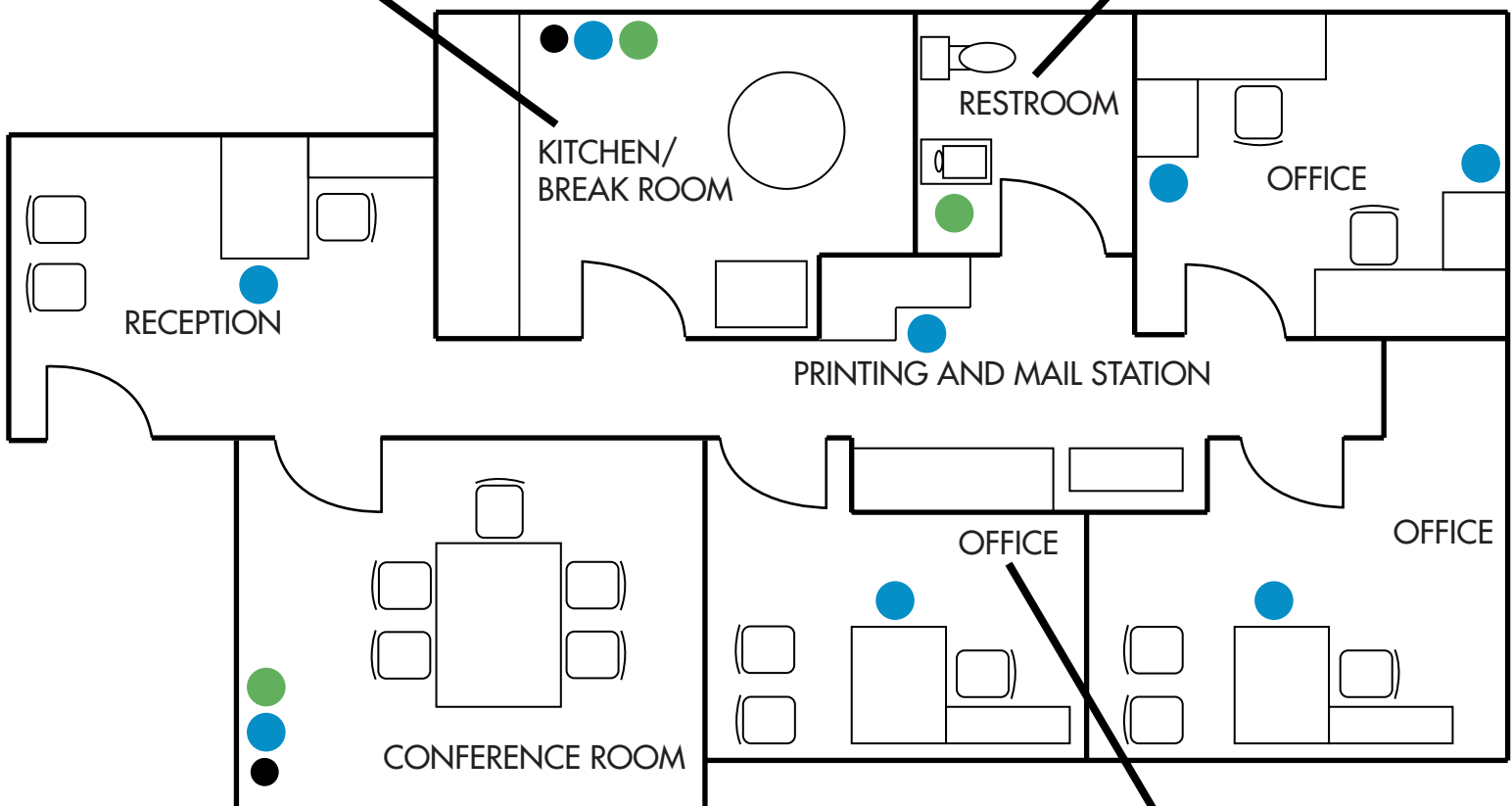
In an effective waste collection system, waste receptacles are strategically located to recover discarded materials. Maximization of recycling and composting is a major component of ZERO WASTE. Below is an ideal placement of recycle, compost and landfill containers.

## WASTE STATIONS

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

## COMPOST PAPER TOWELS

Compost containers are located in the restrooms to collect soiled paper. All paper towels and used tissues in the can be composted.



## RECYCLING AT THE SOURCE

Containers for recyclables collection are located where paper waste is created, including next to the copier. Since most desk waste is recyclable, the only containers located under desks are for recycling.

