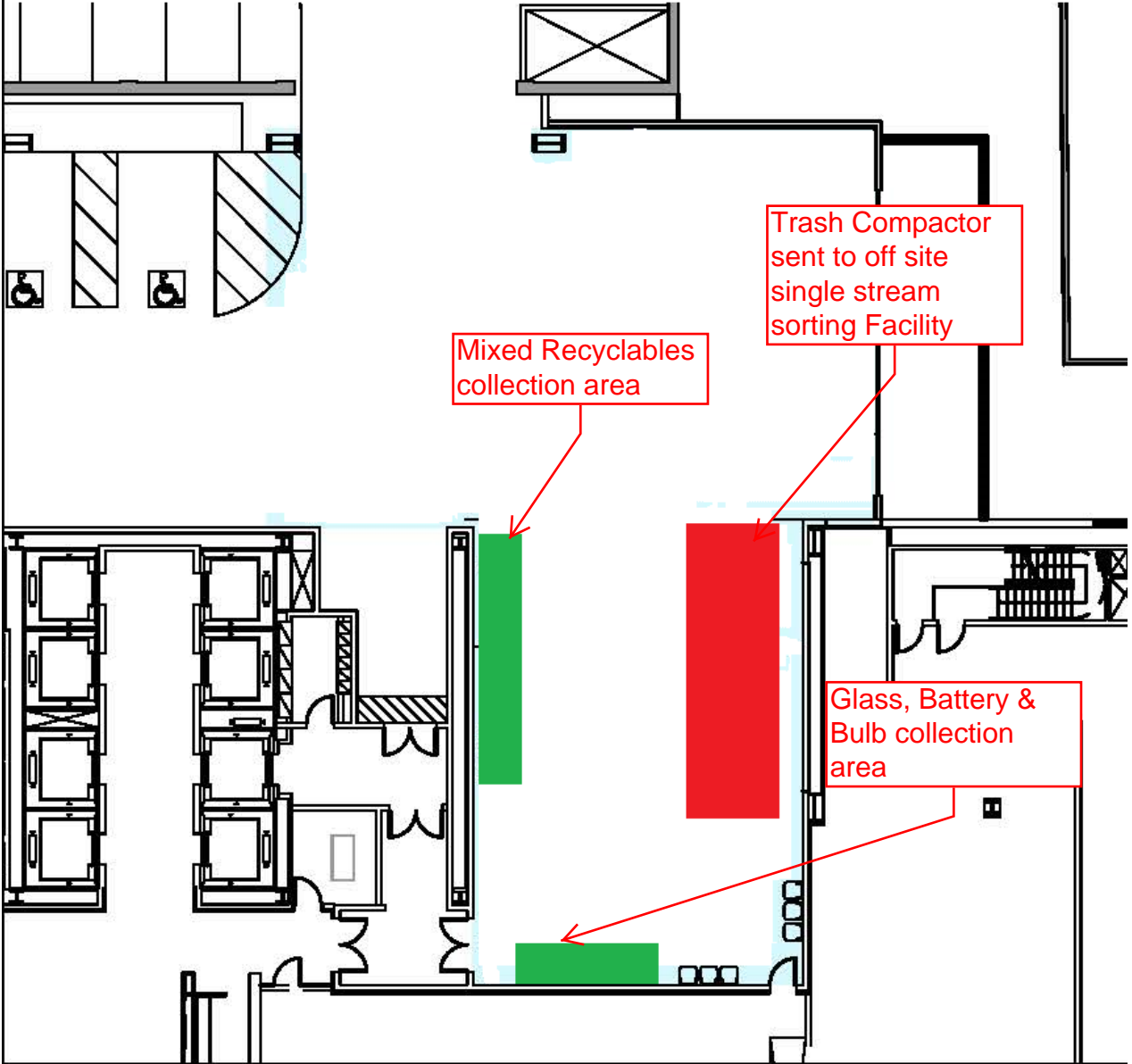


Recycling Collection Station 222 Main



Mixed Recyclables
collection area

Trash Compactor
sent to off site
single stream
sorting Facility

Glass, Battery &
Bulb collection
area

**222 Main
Recycling Policy**

222 Main is LEED Gold CS certified from the US Green Building Counsel (USGBC). The USGBC is a non-profit organization that promotes sustainability in building design, construction and operation. The Leadership in Energy and Environmental Design (LEED) rating system was developed to provide building owners and operators a concise framework for identifying and implementing practical and measurable green building design, construction, operations and maintenance solutions¹. Central to obtaining this certification, 222 Main has developed an extensive recycling program. We have designed this program to be user-friendly and encourage tenants of the building to participate.

Training

All tenants are asked to participate in the program. Every employee in the building should be aware of the program. Upon request of the tenant, the manager will send a representative to the tenant’s office to conduct training on the recycling procedures. 222 Main encourages companies to include training on the recycling program as part of their new hire procedures.

Equipment

The tenant is responsible for providing their own recycling containers to be distributed through their office as necessary. Containers should be blue, plastic and have a white recycling symbol (chasing arrow triangle). Consistency in container type allows for more efficient collection by the janitorial staff. We recommend the following containers:

Bin Type	Location	Source
23 gallon Rubbermaid Slim Jim	Break-rooms / kitchens / copy room / next to shredder	Home Depot or www.rubbermaidcommercial.com
41 Quart Rubbermaid	Under-desk standard size	Home Depot or www.rubbermaidcommercial.com
19 gallon square recycling container with round bottle-shaped hole in lid	For glass recycling – in pairs (green and clear/ brown) in kitchens, break-rooms & conference rooms	Home Depot or www.rubbermaidcommercial.com
28 Quart Piggyback/Sidesaddle	Attaches to under-desk bin (two sizes available)	http://www.midpoint-int.com
36 Gallon – upscale version	Public Areas / Lobbies	United Receptacle www.unitedrecept.com

Liners for these containers will be transparent which enables the recycling company to identify any contaminants. In contrast, landfill waste containers will have black liners to help the janitorial staff differentiate them from the recycling containers.

222 Main is expecting to divert at least 30% of the total waste stream from the landfill to a recycling center. Tenants who contract with other recycling/disposal vendors (i.e. shredding service) will be asked to provide approximate volumes or weights for the paper that is shredded on a regular basis so these numbers can be added to the diversion rate.

Material Sorting

Note: Materials with personal or confidential information should not be placed in the recycling bins. Tenants needing document destruction services should contract directly with a vendor to provide these services.

Tenants are asked to collect the following materials:

Mixed Recyclables

Office Paper, cardboard, mixed paper, open mail, catalogs, magazines, phonebooks, newspaper, paperboard (cereal boxes, etc), plastic bags, aluminum and steel (tin) cans, plastic bottles and jugs #1-7. Mixed recyclable containers will be emptied on a regular basis by the janitorial staff. Building Management will provide digital versions of signage listing acceptable materials that can be placed on or near any recycling containers.

Glass

Glass bottles and jars should be collected in a separate recycling container that is clearly marked "Glass". Containers should be empty and lids should be removed (lids may be recycled along with mixed recyclables). No ceramic, porcelain, or mirror glass can be accepted. Glass will be picked up on a per call basis. Contact building management using 360 Facility for a pickup when the container is full. 360 Facility is the buildings online work order request system. For information on using this system please contact Building Management.

Batteries

Spent dry cell (alkaline – AAA, AA, C, D, 9 volt and 6 volt), button cell, lead-acid, and rechargeable batteries should be collected for recycling and proper disposal. Battery type is indicated using the following abbreviations: Pb-lead, NiCd – Nickel cadmium, NiMH – Nickel-metal hydride battery (rechargeable), and Li-ion – Lithium Ion (rechargeable). Each tenant should collect batteries in a receptacle clearly marked for battery collection. Contact building management using 360 Facility for a pickup when the container is full.

Bulbs

Mercury-containing bulbs including CFLs, circular, u-tube, high-intensity discharge (HID), sodium vapor, mercury vapor, and florescent tubes (4' and under) should be collected for proper disposal. When possible, collect bulbs in original boxes and packaging, or wrap them in paper and place them in a cardboard box for collection. Contact building management using 360 Facility for a pickup when the container is full.

The following items may not be recycled

Kleenex, paper towels, napkins, liquids, food waste, paper with tape or glue, candy wrappers.

Waste Reduction

Waste reduction is an important aspect of resource conservation and waste management.

Paper Waste

The following are some recommendations to reduce paper waste:

- Convert hard copy magazine subscriptions to an electronic version for all office subscribers or route one magazine to numerous personnel over a period of days.
- Set all printers and copiers to double-sided print
- Print on scrap paper when possible
- Use scrap paper for notes
- Use e-mail for memos or post messages on bulletin boards
- Review and edit documents digitally or print on scrap paper
- Program fax machines to eliminate confirmation sheets,
- Print letterhead or forms on demand or use digital letterhead design for all letters
- Dedicate a printer drawer to one-sided scrap paper
- Offer annual reports or major documents electronically
- Develop a web page for frequently requested information
- Use erasable boards or Power Point instead of flip charts or overheads
- Reduce junk mail – www.dmachoice.org
- Update distribution and mailing lists to minimize waste and duplicates

Food Related Waste

An enormous amount of waste produced in an office building is related to tenants eating on the premises. Below are some recommendations to reduce food related waste.

- Pack food in reusable plastic or stainless steel containers. Plastics #1, 2, 4 and 5 are generally considered safe for storing food. 3, 6 and 7 should be avoided. If disposables (plates, cups, cutlery, etc.) are required then consider using plastic (with a high post-consumer recycled content) rather than paper.
- Scrape as much food waste off containers as possible to avoid contaminating other recyclables in your bin. Paper disposables are frequently so contaminated by food waste that they can't be recycled after use.
- Avoid using biodegradable or compostable containers for the time being. Because the composting facility in Salt Lake will not accept these containers, they must be sent to the landfill where they break down anaerobically.
- Use reusable lunch boxes or bags, not disposable paper or plastic bags.
- Pack drinks in a thermos, plastic or stainless steel bottle rather than buying single-serving beverages, disposable drink boxes or soda cans.
- Use stainless steel, wood or reusable plastic cutlery, and cloth napkins.
- Avoid pre-processed, individually packaged foods. They tend to be less healthy and result in a great deal of food and packaging waste.
- Avoid restaurants that use Styrofoam (to-go containers, cups, etc.) and other non-recyclable containers. Instead, encourage your favorite take-out restaurant to use plastic disposables (with a high post-consumer recycled content).
- For conferences or meetings, provide reusable water bottles, barrels or pitchers instead of individual disposable plastic water bottles when possible.
- Encourage employees to drink tap water (contact Momentum Recycling for a tap water analysis) or provide a water filter in the break room.

Dispose of Durable Goods Responsibly

When durable goods have reached the end of their "useful life", donate or recycle them.

Computers and Other Electronics

Metech – formerly Guaranteed Recycling Xperts (GRX)

Eric Anderson

Tel: 801 525-8847, Cell: 801 386-2533

Freeport Center, Building E-16, South 1

P.O. Box 160127

Clearfield, UT 84016

Telephone: 801.525.8847

www.metechrecycling.com

Note: Metech is the only electronics recycling company in Utah that is part of the Basel Action Network. The Basel Action network is committed to disposing of electronic waste responsibly. For more on the Basel Action Network see: www.ban.org.

Used quality equipment, furniture or unused office supplies, etc.

Contact the Utah Non-Profits Association for recommendations of local non-profits which could use your donations or contact schools, homeless shelters, etc.

Utah Nonprofits Association

175 S. Main Street, Suite 1210

Salt Lake City, UT 84111

Phone: (801) 596-1800

Toll-free: (888) 596-1801

Fax: (801) 596-1806

Other Resources

More information can be found online at the following websites:

www.usgbc.org

US Green Building Council

www.noco2.com.au

Carbon Reduction Institute

www.utahrecycles.org

The recycling coalition of Utah

www.recycle.slco.org

Salt Lake County