Recycling

AT WORK

Be a part of the solution!

We can all do our part to help our environment with the right tools and a little practice! Recycling is easier than ever—and we hope you'll look at "trash" in a whole new way!

We can make a difference. Let's get started!

Important things to know about:

RECYCLING

1 No more sorting recyclables!

Paper, cans, bottles, plastics and other recyclable items don't need to get sorted! Simply put them all in your recycle bin, cart, or container.

Don't mix trash in with your recycled items. Contaminated recycle bins need to get disposed of as trash–defeating the whole purpose of recycling!

2 Recycle all CRV plastic or glass bottles/containers!

Look for ♻1 or ♻2 on plastics.

All beverage containers must be empty–rinse out if necessary. The only thing we ask is that you remove the lids.

3 If it's made of cardboard or paper, it's recyclable!

Food boxes for items such as crackers, cereal or frozen foods can be recycled. Don't forget office paper, used sticky notes and phone books! Be sure to break down all cardboard boxes before placing them in the bin.

All paper items must be dry and free of food, dirt, oil, etc. Be sure to remove paper clips, plastic or metal bindery, and rubber bands. *Staples do NOT need to be removed. If any paper has a plastic coating or foil, it must go in the TRASH.*

WHY RECYCLE?

Some facts...

As more people become aware of our environment and what's happening around us, it's important to let them know the facts–and how every little bit can help.

- Each worker generates 5 pounds of office-related waste each day.
- Recycling one ton of paper will save approcimately 3.3 cubic yards of landfill space.
- Every ton of paper recycled saves 17 trees.
- It takes 64% less energy to make paper products from recycled paper.
- Using recycled paper to manufacture new paper produces about 50% less air and water pollution.
- Recycling one ton of office paper keeps 7,000 gallons of water out of the papermaking process.
- It takes 95% less energy to make aluminum products from recycled aluminum.
- One recycled glass bottle saves enough energy to run a 100 watt light bulb for four hours!
- The California Integrated Waste Management Board requires cities and counties to reduce the amount of waste going into the landfills by 50%. *If a city does not comply, fines can be $10,000 per day!*

RECYCLE or TRASH?

RECYCLE these items:

We can't possibly list everything, but here are a few items commonly found around the office that can be recycled:

- Copy/printer paper
- Manila/file folders
- Colored or white papers
- Message pads
- Note/steno pads (with wire removed)
- Envelopes and junk mail
- Soda/water bottles
- Food cans (soup, tuna, etc.)
- Sticky notes
- Index cards
- Dry food boxes (crackers, etc.)
- Aluminum foil
- Magazines and newspapers
- Phone books

Before "spring cleaning your office" and generating a large amount of recyclables, contact your custodial crew or recycling coordinator in advance to get a larger bin for temporary use.

TRASH these items:

- Tissue (bathroom or facial tissue)
- Paper or plastic plates and cups
- Plastic food containers (♻ 3 - 7)
- Wax paper or vellum
- Paper towels or napkins
- Plastic cutlery
- Plastic wrap
- Food waste
- Carbon paper
- Styrofoam and bags

Please don't include any of these items in with the recyclables! Mixing trash with recyclable items means the entire bin will need to be disposed of as TRASH! Don't trash a good thing!

Reduce. Reuse. Recycle.

Reduce the amount of trash you create. **Reuse** items a couple of times if possible. **RECYCLE** everything you can. Using less paper in the first place means you'll save money, fewer trees will be cut for paper pulp, less energy and water will be wasted in the manufacturing process, and fewer greenhouse gasses will be produced. Develop a habit of thinking ahead about what you use.

- When printing a document, consider whether you really need the whole document. Instead of printing 20 pages, you may only need a couple of those pages.
- When photocopying, only make the necessary number of copies you need. And copy on both sides of the paper when possible.
- Use the blank backs of copies you no longer need for scratch paper.
- Use fewer sticky notes by keeping an Outlook calendar
- Reuse envelopes, folders and boxes when possible.
- When proofreading a document, try to do it on your computer screen instead of printing a hard copy to mark up. It will save you time, ink/toner, and paper!
- Check to make sure that you and your department only receive copies of newsletters, newspapers, and magazines that are really necessary. Share these periodicals with other departments through a "Read and forward" routing system.
- Instead of copying and sending materials to employees, send them an email or post your message on the City's intranet blog.
- If you do need to make printed copies, try to fit either two or four on one page if possible. Then simply cut the stack in half or into quarters on a paper cutter.
- Bring your own plate, silverware and coffee mug to work instead of using disposable ones. With a little water and soap, you'll be good to go for next time!
- Make sure the paper you and your office uses is at least 30% post-consumer recycled content.

Hazardous Waste Disposal for Businesses

To qualify as a Conditionally Exempt Small Quantity Generator, your business cannot generate more than 220 pounds or 27 gallons of hazardous waste per month; there is no limit on the amount of Universal Waste.

The estimated fee for disposal is based on your inventory. Drop off is by appointment only. For additional information, call (619)-691-5122.

Acceptable Hazardous Waste

- Paints
- Cleaners
- Thinners
- Antifreeze
- Oil
- Adhesives
- Photo chemicals
- Pesticides
- Mercury
- Fertilizers
- Fuel
- Ink

Acceptable Universal Waste

- Flourescent Lights
- Batteries
- Televisions
- Monitors
- Aerosols
- Computers

Unacceptable Waste

Radioactive (smoke detectors), Biological (specimens, medical waste), Explosive (ammunition, fireworks, marine flares)

Need to dispose of old batteries or electronics from home?

South Bay residents can dispose of household items that are toxic at the Household Hazardous Waste Facility located at 1800 Maxwell Road. Call (619) 691-5122 or visit **www.chulavistaca.gov/clean** for additional disposal information.

HOURS: 9 a.m. to 1 p.m. Wednesdays and Saturdays except on the following holidays: New Year's Day, Thanksgiving Day and Christmas Day.

Residents outside of the South Bay area can call 1-800-237-BLUE (2683) or visit **www.cleansd.org** for disposal information.

Ways to Save Energy:

1. Don't adjust the thermostats in your work area. Changing the setting will affect more than just your area because thermostats have been set to automatically balance comfort with energy conservation.

2. Keep windows closed in air-conditioned spaces. Opening windows when air conditioning is running uses considerably more energy. Wear layered clothing, so if you get warm, you can remove a layer–or add a layer if you get cold.

3. Don't use personal electronics such as heaters, small refrigerators, fountains, television sets, microwave ovens, stereos, fans and other devices in your workspace.

4. Turn off electronic items such as printers and calculators when not in use or when leaving your desk for more than (10) minutes. ITS automatically sets idle monitors to enter "sleep" mode after 10 minutes of non-activity. If for some reason your monitor does not turn off automatically, please call x3165 (screen savers are not the same as sleep mode).

5. Turn off all computers, copy machines, printers and non-essential faxes at the end of each workday and especially over weekends and holidays.

6. Don't print more than you have to! Try to get the information you need or proofread on your computer monitor. This will not only save energy, but ink or toner and paper, too!

7. Work under natural light whenever possible without health or safety risk and turn off task or office lights whenever leaving work areas or meeting rooms for more than 10 minutes.

YOUR COMMUNITY. YOUR ENVIRONMENT.

YOUR CHOICE.

www.chulavistaca.gov/clean

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CITY OF
CHULA VISTA

ENVIRONMENTAL SERVICES DIVISION
Public Works Department
1800 Maxwell Road,Chula Vista, CA 91911
(619) 691-5122

Printed on 30% post-consumer content paper.