

# Waste Reduction, Reuse, Recycling, Composting and Buy Recycled Handbook for State Agencies

The purpose of this handbook is to provide you with some basic information on a waste reduction, reuse, recycling, composting and buying recycled products and packaging program for your agency!

The Division/Unit that is responsible for the oversight and management of solid waste is the likely candidate to be responsible for the waste reduction, reuse, recycling and composting. Your procurement office should be responsible for the purchasing of recycled products and packaging.

All directives concerning this program need to come out of the Executive Office. If everyone knows that upper management is behind this program you will have better participation.

## Waste Reduction

The following are waste reduction measures that should be promoted throughout your agency:



- Require double-sided copies for all Divisions/Units.
- Require duplex units on all printers.
- Require contractors submit double-sided copies and only the needed number of copies of reports and plans for review.
- Encourage single-space typing.
- Copies of memos, letters and subscriptions should be circulated instead of distributing individual copies.
- Circulate one bcc copy of a document within a Unit rather than making multiple copies of it.
- Mailing lists are periodically reviewed. Duplicates and individuals no longer wanting publications should be removed.
- Common mailing lists should be maintained by a single office and available on the internet. (NY towns, cities, schools, environmental groups, etc.)

- Email lists should be developed and maintained by a single office and available on the internet. (NY towns, cities, schools, environmental groups, etc.)
- Mailings should be consolidated whenever possible.
- E-mail should be used whenever possible.
- Use two-way mailers (envelopes that can be reused when a return is requested.)
- Develop centralized data bases.
- Use "Post-its" or stamps for faxing instead of an extra page.
- Reduce forms - number and size if possible.
- Use scrap one sided paper for notes, phone messages, drafts, etc.
- Post publications on your web page and encourage the public to download and view documents there.
- Business cards should be printed (on recycled paper) on an as needed basis. Your intra web page could provide the format and staff would copy and add the pertinent information as needed.
- Computerized time cards.
- Require Units to report their waste reduction measures yearly. **All State agencies are required to report this information through Executive Order No. 142.**

# Reuse

Your Agency should maintain a year round office materials exchange location. *Request NYSDEC's "How To Develop A REUSE Program for State Agencies."*

The following office supplies should be reused:

Computer disks  
 3 ring binders  
 File folders  
 Binder clips  
 Paper clips  
 Comb binders

Pocket folders  
 Manila folders (if in good condition)  
 Rubber bands  
 Plastic pocket folders  
 Plastic paper clips  
 Plastic "sign here" tabs

In addition, your agency should:

- Support an office furniture/equipment reuse and sales program.
- Promote reuse by selling reusable travel and/or ceramic mugs with your logo to staff.
- Staff should bring reusable dishes, mugs/cups and silverware to the office.
- Purchase of reusable items instead of disposables, i.e.. refills rather than new pens.
- Require the use of reusable envelopes for inter-agency mail.
- Purchase remanufactured office equipment.



- Promote the use of rechargeable batteries.
- Require deliveries on reusable pallets.
- Require Divisions/Units to report their reuse measures yearly. **All State agencies are required to report this information through Executive Order No. 142.**

# Recycling

You should develop a comprehensive recycling program. State Agencies are required to comply with the local recycling law or ordinance mandated in your municipality. In addition to materials required in the municipality in which you are located, you should expand your program to include other recyclables. A comprehensive waste reduction, reuse, recycling and composting program will reduce your waste disposal costs and is **required by Executive Order No. 142.**

For your local recycling coordinators address and phone number, check our web site:  
[www.dec.state.ny.us/website/dshm/redrecy/coords.htm](http://www.dec.state.ny.us/website/dshm/redrecy/coords.htm)

## PAPER RECYCLING

*Request the NYSDEC's "STOP! Save That Office Paper."* This Guidebook will provide you with information on setting up an office paper recycling program for your Department. In addition to office paper there are other types of paper you should recover for recycling. These include: Newspaper, Corrugated Cardboard, Hard Covered Books, Glued Reports, Magazines & Glossy Paper, and Paperboard. Check with your local recycling coordinator for information on markets in your municipality.

## COMMON RECYCLABLES

Other recyclables are required by your local municipality's recycling laws. Check with your local recycling coordinator to find out what is required in your municipality.

Some of the commonly collected recyclables include:

### Plastic Containers

- Number 1 - PET
- Number 2 - HDPE

### Glass Bottles

- All colors

### Metal Cans

These are great web pages, check them out!  
[www.cuyahogaswd.org/business/guide\\_index.shtml](http://www.cuyahogaswd.org/business/guide_index.shtml)  
[www.obviously.com/recycle/guides/hard.html](http://www.obviously.com/recycle/guides/hard.html)  
[www.moea.state.mn.us/markets/index.cfm](http://www.moea.state.mn.us/markets/index.cfm)

## OTHER RECYCLABLES

These other recyclables are commonly generated by State agencies and can be recycled. An internet location or other information is provided to make it easier to recycle.

### Computers

This website lists dismantlers that are on OGS contracts for recycling electronics:  
[www.dec.state.ny.us/website/dshm/hzwstman/dismantl.htm](http://www.dec.state.ny.us/website/dshm/hzwstman/dismantl.htm)

### CD's, Disks (3.5), Videos Tapes

Greendisk charges a fee for this service.

GreenDisk Services  
2200 Burlington  
Columbia, MO 65202  
Phone 1-800-305-3475  
Internet address: [www.greendisk.com](http://www.greendisk.com)

### Disks (3.5")

USA City Link Project  
Attn: Floppies for Kids  
4060 Highway 59  
Mandeville, LA 70471

### Video Tapes

Eco-Media Recycling Centers  
5427 E. La Palma Avenue  
Anaheim, CA 92807

### Ink Jet Cartridges

Many non-profit organizations collect ink jet cartridges as a fund-raiser.

EnviroSMART  
Internet address: [www.enviro-smart.com](http://www.enviro-smart.com)

Laser Jet Recycling Services  
2331 Se Minnesota Ave.  
Topeka, Kansas 66605  
Phone: 785-354-7914

### Smoke Detectors

The vast majority of smoke detectors are made by First Alert Corporation.  
Send old detectors to:

#### Caveat

This vendor list is by no means complete or comprehensive. Inclusion of a service in this list does not constitute approval or endorsement of that company by the NYSDEC, or provide any assurances with regard to the quality of services provided. Their environmental compliance has not been authenticated. Please contact the vendor to find out all pertinent information including costs.

More listings will be found by searching the web.

If you are a vendor or service provider and would like to be added to this listing, or have corrections, contact the NYSDEC at: [dshmwrr@gw.dec.state.ny.us](mailto:dshmwrr@gw.dec.state.ny.us)

First Alert, Radioactive Waste Disposal  
780 McClure Rd  
Aurora, IL 60504-2495  
1-800-323-9005.

Others are made by a Canadian firm called American Sensors, call 1-800-387-4219 for more information.

### **Styrofoam Peanuts**

Peanut Hotline: 800-828-2214  
Internet address: [www.loosefillpackaging.com](http://www.loosefillpackaging.com)

Also, the peanuts can be used by your mailroom or can be taken to any private mail service like ShipMates for reuse.

### **Styrofoam Packaging**

The white foam used to protect VCRs, TVs and other fragile items during shipment.  
Internet address: [www.epspackaging.org](http://www.epspackaging.org).

### **Fluorescent Lights and Ballasts**

Check this website for contractors that have contracts with OGS for florescent light and ballast recycling. They may be listed under computer and electronic recycling, so you will need to call.

[www.ogs.state.ny.us/purchase/fpa/fpa.asp](http://www.ogs.state.ny.us/purchase/fpa/fpa.asp)

### **Batteries**

*Request NYSDEC's "How To Set Up A Battery Recycling Program at State Agencies."*

There is additional information at these websites:

#### **Nickel Cadmium Batteries**

Internet address: [www.rbrc.org/](http://www.rbrc.org/)

#### **Small Sealed Lead Acid Batteries**

Internet address: [www.batteryCouncil.org/recycling.html](http://www.batteryCouncil.org/recycling.html)

The Battery Council International: (312) 664-6610

#### **Lithium Batteries**

Power Express Batteries,  
ATTN: Battery Recycling  
14388 Union Avenue,  
San Jose, CA 95124

**Note:** For personal use Ni-Cad and small sealed lead-acid batteries, Home Depot has a drop-off box. Some Radio Shacks also collect Ni-Cads and button batteries.

### **Junk Mail**

Get off the junk mail list!

Internet address: [www.obviously.com/junkmail/index.html](http://www.obviously.com/junkmail/index.html)

### **Toner & Printer Cartridges**

This one is easy, most manufactures provide a mail back label for these materials. Just use the box the new toner cartridge comes in, slap on the pre-paid mailing label that is in the box and ship it off.

### **Transparencies**

Call (800) 952-4059 for more information.

Address for Mailing:

3M Recycling Program

Care of GEMARK

99 Stevens Lane

Exeter, PA 18643

Internet address: [www.mmm.com/presentation/trans/515\\_film.html](http://www.mmm.com/presentation/trans/515_film.html)

### **Tyvek Envelopes**

Call (800) 44-TYVEK to receive a Tyvek Recycling Pouch.

Or mail to:

DuPont Tyvek Recycling

TRP 705

974 Centre Road

Wilmington, DE 19805

### **Returnable Cans & Bottles**

Can be collected, just determine who will receive the deposits.

### **Automobiles**

Your Fleet Management should also collect the following for recycling:

#### **Auto Fluids**

Oil

Antifreeze

#### **Tires**

**Car batteries**

# Composting

Your agency and/or the building superintendent can contract with a composting facility to take the paper towels from the rest rooms and food preparation scraps from the lunch room for composting. Check with your local recycling coordinator or the yellow pages in the telephone book.

# Buy Recycled



Your agencies should promote the purchase of recycled products and packaging

- Your agency should maintain an accurate accounting system.
- Your agency needs to report their recycled product procurement measures yearly of all material not purchased under contract. **This information is required by Executive Order No. 142.**

Recycled product procurement should include but is not limited to:

**Office Supplies** - file folders; dividers; envelopes; printer ribbons; pencils; computer disks; laser toner cartridges; etc.

**General Paper** - computer, letterhead, bond, fax, mimeo, xerox, offset, carbonless paper; post-it notes; adding machine rolls; business card stock; printing paper; etc.

**Paper Products** - paper towels; napkins; toilet paper; tissues; etc.

**Plastic Products** - plastic bags; plastic lumber; outdoor equipment; etc.

**Remanufactured Office Equipment**

**Reused Construction Material**

**Motor Oil**

**Retread Tires**

**Remanufactured Auto Parts**

**Give Away's** - for various events should have recycled content.

For some information on buying recycled,  
call Empire State Development at  
(518) 292-5340  
and check this web page:  
[www.dep.state.pa.us/wm\\_apps/recycledproducts/](http://www.dep.state.pa.us/wm_apps/recycledproducts/)

# Records Management

The Division/Unit or Building Superintendent are required to keep records of your agency's waste reduction measures, the amount & materials recycled and the amount of money spent on recycled products and packaging. **This information is required by Executive Order No. 142.**

## RECYCLING EVENTS

Your Office should conduct a once a year clean and recycle files event. This would be a good activity to schedule for:

**Earth Day** (April 22),  
**National Clean Your Files Day** (April 20) and/or  
**New York Recycles!** (November 15)

## NYSDEC INFORMATION

For waste reduction, reuse, recycling, composting and buy recycled information, check out our web page at  
[www.dec.state.ny.us/website/dshm/redrecy/index.htm](http://www.dec.state.ny.us/website/dshm/redrecy/index.htm)

For information on New York Recycles! check our web page:  
[www.dec.state.ny.us/website/dshm/redrecy/recylday.htm](http://www.dec.state.ny.us/website/dshm/redrecy/recylday.htm)

printed on 30% post-consumer recycled paper



### **Recycling Paper Environmental Savings**

**For every ton of paper recycled, we save...**

463 gallons of oil;  
7,000 gallons of water;  
60 pounds air pollution;  
3 cubic yards of landfill space;  
4,100 kilowatt hours of energy;  
17 trees ; and  
we reduce carbon dioxide emissions by 850 pounds per year!

### **Recycling Steel Environmental Savings**

**For every ton of steel (metal) recycled, we...**

Use 40 percent less water than used to make virgin steel.  
Reduce air pollution by 86 percent.  
Reduce water pollution by 76 percent.  
Save enough energy to run a 60 watt light bulb for 26 hours.  
Save 2500 pounds of iron ore, 1000 pounds of coal and 40 ponds of limestone.

### **Recycling Aluminum Environmental Savings**

**For every ton of aluminum recycled, we...**

Reduce energy use by 90 percent.  
Save enough energy recycling one can to run a TV for 3 hours.  
Reduce air pollution by 95 percent.  
We reduce carbon dioxide emissions by 13 tons!

### **Recycling Glass Environmental Savings**

**For every ton of glass recycled, we...**

Save enough energy to light a 100 watt light bulb for 4 hours.  
Save 9 gallons of fuel oil.  
Saves 25 percent of the energy necessary to make glass with virgin materials.



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