

Mind Your Own Business

...why businesses must recycle!

A Guide to Recycling for Businesses and Offices



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Solid Resources Citywide Recycling Division

The Solid Resources Citywide Recycling Division (SRCRD) was established by the Department of Public Works, Bureau of Sanitation, to develop and implement source reduction, recycling, and composting programs throughout the City, outside of single family curbside recycling program. The division provides technical assistance, fosters public/private recycling partnerships, monitors the AB 939 program, manages the collection/disposal programs for Residential Special Materials/used Oil, and creates markets for recyclable materials.

To help Los Angeles residents, businesses, and institutions avoid “reinventing the wheel,” SRCRD has produced a variety of “how to” guides that provide information on waste reduction, reuse, recycling, and composting resources.



Please contact SRCRD for additional information about recycling: (213) 485-2260. Please fax or mail any corrections or addition to: SRCRD 1149 S. Broadway, 5th Floor, Los Angeles, CA 90015, Fax (213) 485-3671.

Directories of Recyclers and Organization accepting donations are attached to this booklet.

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Introduction to The 3 Rs...Reduce, Reuse, Recycle

IT'S GOOD BUSINESS TO REDUCE, REUSE, AND RECYCLE

Recycling is the right thing to do. It's also the smart thing to do. A comprehensive recycling program can help cut your business waste-disposal costs and even generate revenue!

AB 341 requires mandatory commercial recycling in California beginning July 1, 2012. Businesses or public entities that subscribe to a service of 4 cubic yards or more of solid waste per week must recycle. Multi-family dwellings of 5 units or more must also recycle. Go to <http://www.calrecycle.ca.gov/climate/recycling/FAQ.htm> for answers to Frequently Asked Questions.

The Commercial Climate Calculator helps your business and/or multi-family complex identify the benefits of reducing trash and increasing recycling/composting. By reducing trash and increasing recycling and composting, your business may:

- Save money
- Reduce its contribution to climate change
- Keep valuable material out of landfills

To access calculator, go to <http://www.calrecycle.ca.gov/Climate/Calculator/default.htm> and click Commercial Climate Calculator.

There are some types of waste that should not go into our landfills. In 2006, it became illegal to dispose of electronic waste in the trash. Electronic waste must be either recycled, or safely disposed of at state approved recyclers. It is also illegal to place batteries and florescent lights into the trash. For more information, go to:

http://san.lacity.org/solid_resources/special/hhw/e_waste.htm and <http://www.dtsc.ca.gov/HazardousWaste/ewaste>

Beginning January 1, 2011, all mixed construction waste, including carpet, must be hauled by a waste hauler permitted by The City of Los Angeles. For more information and a list of permitted haulers, go to:

http://www.lacitysan.org/solid_resources/strategic_programs/ab939/compliance_fee.htm

There's a lot more you can do at your office to cut waste other than just recycle. In fact, if you begin recycling without first reducing and reusing, you aren't tackling your waste costs effectively. "Reduce, Reuse, Recycle" isn't just a clever slogan, It's a strategy for tackling solid waste endorsed by both the U.S. Government and the State of California.

For more information on waste reduction, contact the Solid Resources Citywide Recycling Division at (213) 485-2260.

WHY WE NEED TO REDUCE, REUSE, AND RECYCLE

In urban areas such as Los Angeles County, landfill space is rapidly becoming exhausted. Additional local facilities being constructed are unlikely, given the lack of available sites and the environmental concerns of the residents close to these sites. The cost for disposal of trash will increase rapidly as waste is shipped to more distant landfills.

GET CASH FOR TRASH

Office waste is dominated by paper, which is a recycling treasure mine. Its high volume, high quality, relative lack of contamination and easy recyclability make it extremely attractive to recyclers. Large office buildings have consistently shown that recycling programs can be implemented at little to no cost, and can result in lower disposal costs.

Office and building facility managers have access to the key to a successful recycling program: Tenants! All that is required is educating tenants and implementing proper recycling and disposal contracts and leases.

For smaller buildings with multiple tenants, the solution is to establish building-wide recycling programs. Surveys show that the availability of recycling programs gives commercial buildings a competitive edge, as more companies seek environmentally-sensitive workplaces.



Reduce ...PRODUCE LESS WASTE

The best way to manage your waste and save money is to produce less waste. Here's how:

WRITING / PRINTING PAPER

- Use double-sided copies as the standard.
- Make scratch pads from lightly-used papers.
- Reuse large mailing envelopes.
- Use voice mail or email instead of paper memos.
- Post memos on a central bulletin board or distribute electronically via email.
- Reduce margins and use smaller fonts to include more words on a page.
- Use central files to store hard copies.
- Proof documents on screen before printing.
- Share subscriptions, and donate old magazines and journals to hospitals or libraries.
- Use reusable envelopes for inter-office mail.
- If fax machines are used, use scratch paper for the printout.

PACKAGING / SHIPPING & RECEIVING DEPARTMENT

- Use minimal packaging for shipping products.
- Request suppliers to deliver shipments in returnable containers.
- Use newspaper, shredded paper, and delivered packaging for outgoing shipments.
- Return, reuse, and repair wood pallets.
- Reuse cardboard boxes.

FOOD AND PERSONAL SERVICE

- Supply washable & reusable towels, napkins, dishes, flatware, and cups, rather than disposables.
- Use cloth roll towels, hot air dryers, or large recycled-content paper rolls in restrooms.
- Use reusable coffee filters when making coffee.
- Offer smaller portions in cafeterias to reduce food waste.
- Encourage customers to take away extra food.
- Donate leftover prepared foods to area food banks.
- Compost food scraps using odorless, noiseless worm bins.
- Offer cafeteria discounts or rebates to those who supply their own mugs, plates or bags.



Reuse ...REUSE OR DONATE

REUSE OR DONATE

In all office renovations and computer-system upgrades, there is an opportunity for reuse. Reuse is easy, just donate your obsolete items. Many things you consider trash may be needed by someone else. There are non-profit organizations seeking everything from old eyeglasses to last year's greeting cards and obsolete computers.

- Older, slower computers can be used for general office access. Old furniture can be used in another department. Leftover paint can be used in graffiti-abatement programs.
- Rent or lease instead of purchasing, if equipment is used only occasionally
- Consider purchasing remanufactured/refurbished equipment. If you are a non-profit agency, check the L.A. SHARES webpage at <http://www.lashares.org/> for free equipment.
- Prolong the life of your equipment by maintaining it properly.
- Contact reuse agencies to donate unused items – [L.A. SHARES](#) accepts many items which are tax deductible. A comprehensive list of reuse agencies can be found at: http://www.lacitysan.org/solid_resources/recycling/publications/
- Click “Putting It to Good Reuse L.A.!” Some agencies offer free pick up services.

What do the 3 Arrows in the Recycling Symbol stand for?

ARROW #1:

The collection of recyclable materials, e.g., cans, bottles, newspaper and office paper.

ARROW #2:

Manufacturing those recyclable materials into new products, e.g., plastic soda bottles to new carpeting; newspapers to new newsprint and pens; office paper back to new office paper and paper towels.

ARROW #3:

Purchasing products made from recycled materials. This is also called “closing the loop.” Remember to buy recycled-content products and products with recyclable materials.



WASTE ASSESSMENT

Do you know how much and what types of waste your business creates?

Many private haulers (waste companies) and recyclers offer waste assessments. The City of Los Angeles provides free business-waste assessments and technical assistance in starting and/or expanding recycling programs. You can also conduct your own “waste-assessment.” Resources are available to assist you on the U. S. Environmental Protection Agency website at:

<http://www.epa.gov/osw/nonhaz/municipal/pubs/bus-guid>

A self-assessment form is available on the Earth911 website at:

<http://www.arvc.org/downloads/educationHandouts/greenResouseseform.pdf>

WASTE HAULERS AND RECYCLERS

Waste haulers (trash/waste companies) charge their customers each time they pick up a trash bin, and may also bill by the weight of the trash. That’s because the haulers’ trucks are charged by weight every time they dump trash at a landfill. The size and number of bins at your business are determined by the volume of waste you generate. Many businesses have too many bins, and often half-empty bins are picked up. Waste can be consolidated into fewer bins, and bulky items like corrugated cardboard can be flattened and recycled. Businesses with trash chutes should rotate bins only after they are full.

Your goal is to cut your waste disposal costs. The more you reduce and recycle, the less waste you dispose. The less waste and the fewer trash bins or trash pickups, the less you'll pay the hauler.

Recycling companies make money by selling the recyclables they collect from businesses like yours. They have certain fixed costs, like wages, vehicle insurance and maintenance, and gasoline. So recycling isn't free; it is a business. That's why recycling companies charge a pickup fee.

Some companies provide both waste hauling and recycling services, while others provide single services only. The list of City of Los Angeles permitted haulers may be found at http://www.lacitysan.org/solid_resources/strategic_programs/ab939/compliance_fee.htm Click "List of Permitted Haulers" under Waste Hauler Permit/AB939 Compliance Fee Documents.

The City's list of recyclers may be found at:

http://www.lacitysan.org/solid_resources/recycling/publications

Click "**Updated Recycler List**" under **Mind Your Business**.

Use Appendix 1 to evaluate haulers/recyclers.

OFFICE BUILDINGS – WORKING WITH BUILDING MANAGEMENT AND OTHER TENANTS

Ask the building management if recycling services can be provided; remind them that recycling is now mandatory in California. (Use the sample letter in Appendix 2 as a guide.)

The volume and quality of recyclables you produce are the factors that will determine the charges. Small companies which generate small volumes of recyclable materials may be charged a recycling pickup fee. You can offset the expense by becoming more efficient in your use of resources, such as reducing overall paper purchases by copying double-sided, using e-mail, and posting memos on central bulletin boards.

You can also join forces with other small businesses in your building. If you can demonstrate enough interest, building management may implement a building-wide program. We suggest sending a letter/survey to each tenant and holding an organizational meeting. Use the sample letter in Appendix 3 as a guide.



DO-IT-YOURSELF RECYCLING

You can do it yourself and take your recyclables to either a drop off center or to a certified buy back center, where you will be paid for your recyclables. Many supermarkets in Los Angeles County accept and pay cash for glass, plastic, and aluminum cans. Los Angeles County's Smart Business website provides a Recycler Locator by material at <http://ladpw.org/epd/brtap/recyclingsite/>, and Appendix 4 lists Los Angeles City Publications which provide information you may need.

WORKING WITH A PRO: RECYCLING CONSULTANTS

Recycling pros can help you with any of the following:

- Conducting a waste assessment.
- Establishing a waste reduction, reuse, and recycling program.
- Educating your employees and customers.
- Redesigning your products and packaging to reduce waste.
- Implementing a buy-recycled program.

You can find recycling consultants through recommendations from haulers and recyclers, and/or through a web search. When you contact the consultants, ask about programs they have implemented for similar-sized businesses, and ask for references.

CLOSING THE LOOP

“Closing the Loop” means buying recycled products. This provides a market for the products you will be recycling, and completes the last step in the recycling process. The following is a list of items containing recycled-content materials that you may want to consider buying:

- Copier, printer, writing, and fax paper
- Janitorial paper supplies (towels, tissue)
- Mailing and manila envelopes
- Files and hanging folders
- Pens and pencils
- Desk sets
- Wastebaskets and recycling bins
- Binders and pocket folders
- Mugs, plates, and utensils
- Carpet, office furniture and wall panels/office systems
- Advertising specialties (T-Shirts, key rings, hats, etc.)
- Plastic benches and fencing
- General office supplies such as scissors, paper clips, notepads, etc.



“How to Buy Recycled,” a booklet guide, can be found at:

http://www.lacitysan.org/solid_resources/recycling/publications/index.htm
click on “[How to Buy Recycled.](#)”

QUESTIONS TO ASK RECYCLERS / HAULERS

Current Hauler Information
How old is the contract with Current Hauler?
Current Services Provided?
Any Service Cancellation Requirements?
Can current hauler provide recycling?

Service Provider Comparison			
Service Provider	#1	#2	#3
Materials Collected			
Paper Grades			
Other Materials			
Prices Paid for Recyclables			
Must materials be separated?			
If so, how?			
Storage Dumpster Provided			
Dumpster Fee			
Desktop Container Provided			
Desktop Container Fee			
Container for Other Materials			
Container Fee			
Confidential Document Destruction			
Recycled Amount in Monthly Reports			
Provides Bailer for Corrugated Cardboard			
Conducts Waste Assessment			
Waste Assessment Fee			
Provides Employee Training			
Provides Information About Mandatory Commercial Recycling Compliance			
Educational Materials & Signs			
Fee for Materials			
Number of Years in Recycling Business			

LETTER TO BUILDING MANAGEMENT

Dear _____:

Our office is very interested in recycling. The right recycling program can reduce this building's trash by 25 percent or more, and that means savings to you. Even with initial recycling costs, such as rental or purchase of recycling bins, these costs can be offset by savings in waste disposal costs.

With the adoption of Assembly Bill 341, businesses that generate more than four cubic yards of waste per week will be required to implement recycling programs by July 1, 2012.

While there are numerous management issues to be considered (space for recycling bins, security, access to the bins, etc.), you can join thousands of other Los Angeles businesses already recycling. The availability of a recycling program will be a major consideration in my decision to continue leasing space in this building.

The easiest step you can take is to ask our current waste hauler to offer recycling as well as trash collection. There are also numerous independent recycling companies in Los Angeles that can provide specific proposals and references. No matter who provides the recycling program, it's important that paper be included. If we don't recycle paper, we won't be tackling our biggest waste product.

I look forward to speaking with you regarding implementing a recycling program for this building.

Thank you.

Sincerely,



E-MAIL TO EMPLOYEES

Dear Employee:

I am proud to announce that this office will soon start a recycling program.

When hearing the word “recycling,” you usually think of cans, bottles and newspapers. It also includes office paper. The average office generates a quarter pound of paper per employee, per day. That adds up to a lot of paper over a year. Most of the following can be recycled: used copier paper, computer paper, printer paper, cardboard boxes, and outdated phone books, instead of going to the landfill!

This company intends to do its part by recycling. We will also launch a waste-prevention program to help us cut back on the amount of waste we generate.

Our recycling program will begin on: _____

We will be recycling the following materials:_____

If you have questions, please contact your recycling coordinator (name _____) at the following extension:

If you have suggestions, please contact (name_____ .)

We will be taking the following steps to cut down on the amount of natural resources we use:

- 1.
- 2.
- 3.

Thank you for your cooperation. Happy Recycling!

Sincerely,

RECYCLING SERVICE PUBLICATIONS

CITY OF LOS ANGELES SOLID RESOURCES CITYWIDE RECYCLING DIVISION
PUBLICATIONS CAN BE FOUND ON THE BUREAU OF SANITATION'S WEBSITE AT:

http://www.lacitysan.org/solid_resources/recycling/publications/ or, you can request hardcopies by contacting the Solid Resources Citywide Recycling Division at (213) 485-2260.

For a List of Recyclers: Under Mind Your Business, click Updated Recycler List

For a List of Non-profit Organizations accepting donations:

Click Putting It to Good Reuse L.A.!

Mandatory Commercial Recycling Information:

http://www.lacitysan.org/solid_resources/recycling/AB341/AB341.htm

PUBLICATIONS YOU CAN FIND ON THE BUREAU OF SANITATION'S WEBSITE:

- Business Guide to Environmental Services
- Business Recycling
- Business Waste Assessments
- Compost Bin Sale and Workshop Event Schedule (Schedule for the current calendar year of Backyard Composting bin sales and workshops)
- Construction and Demolition Debris Recycling Guide
- Earth Machine Composter Specification
- FAQs for CEQA Documents, Answers to Frequently Asked Questions about the City of Los Angeles' Bureau of Sanitation for use by those writing CEQA documents.
- Food for Thought: Food Recycling Directory
- How to Buy Recycled
- How to Get into the Loop
- Let's Reuse LA! (A Reuse Program for Businesses)
- Mandatory Commercial Recycling
- Medical Facilities Waste Reduction
- Multi-Family Recycling
- Processor Certification Program / Recycling Incentive Rebate Program
- Recycling Market Development Zone
- Restaurant Food Waste Recycling
- Special Events Recycling Brochure
- What Goes in the Black, Green and Blue Containers - (English and Spanish)
- Which Bin for 'Compostable' and 'Degradable' Tableware?
- Worm Bin Specification
- Worm Suppliers List
- You Can Reduce Unwanted Mail

City of Los Angeles Neighborhood Drop-off Yards

Please call the number below prior to drop-off
to verify your waste is acceptable
1-800-773-CITY (1-800-773-2489)
Ctx (213) 479-8412
TDD (213) 473-5663

COLLECTION YARDS

East Valley District
11050 Pendleton St.
Sun Valley, CA 91352

Harbor District
1400 N Gaffey St. San Pedro, CA 90731

North Central District
452 N San Fernando Rd. Los Angeles,
CA 90031

South Los Angeles District
786 S. Mission Rd. Los Angeles,
CA 90023

West Los Angeles District
2027 Stoner Ave. Los Angeles,
CA 90025

West Valley District
8840 Vanalden Ave. Northridge,
CA 91324



Area: Must be a resident within the City of Los Angeles;
Proof of residency is required such as your California ID
along with a current City of Los Angeles DWP bill.

Level of Service: Drop-off only, Residential only
Hours 8 a.m. to 2 p.m. Monday through Friday
Handicapped parking available.
No public restrooms. Parking available



ACCEPTABLE MATERIALS

*Subject to change

All Clean Papers: Newspaper, Magazines, cardboard (must be broken down and flattened and chip boards, paper bags, letters, envelopes (including those with windows), computer and fax paper, colored paper, catalogs, telephone books (must be placed in paper bags or bundled), blueprints, wrapping, arts and craft paper, post-it notes.

Metal and Aluminum: All aluminum, tin metal, and bimetal cans of empty soda, juice, soup, tuna, pet food, vegetables, empty paint and aerosol cans (with plastic caps removed), clean aluminum foils, wire hangers.

Glass Bottles and Cans: Empty soda, juice, beer, wine water, salsa, spaghetti sauce, and other household containers.

Plastic: All clean plastics numbered 1-6, empty plastic bottles of soda, juice, water, shampoo, detergent, bleach, lotion, and other household products, rigid clamshell packaging, plastic bags, grocery bags and dry cleaner bags, clean film plastic, plastic coat hangers, plastic laundry baskets, non-electric plastic toys, plastic swimming pools. All Clean Polystyrene (Styrofoam®) Styrofoam cups, containers, and packaging.

Tires: No more than 4 tires per year (Rims should be removed prior to your visit to the yard.)

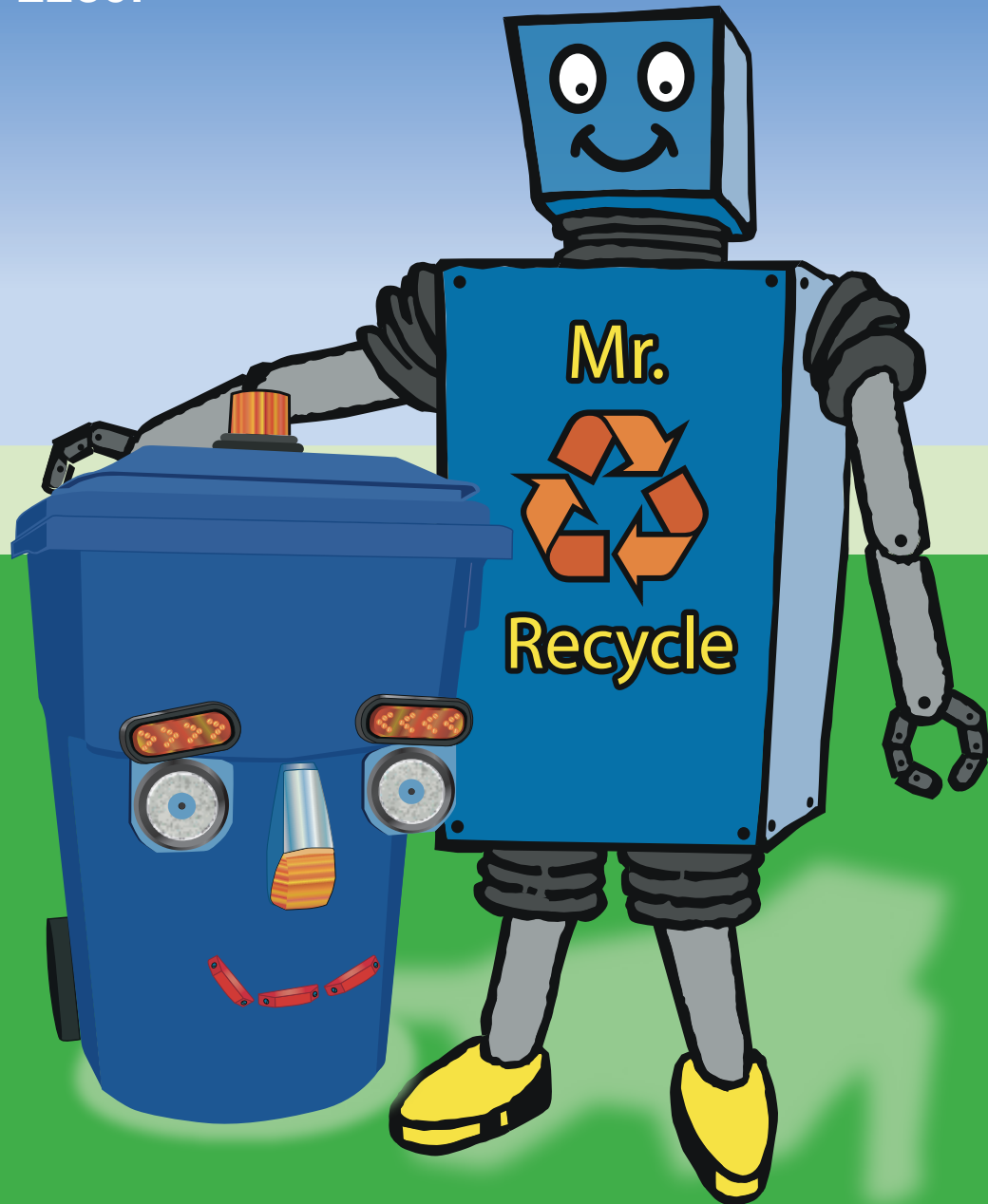
Bulky Items, Television and Computer Monitors

For excess yard trimmings, the City offers a once-a-year annual brush (yard trimmings) collection free-of-charge to all households serviced by the Bureau of Sanitation. All yard trimmings must be bundled and tied, not more than 4 feet long and not heavier than 30 pounds. Please call the Sanitation Call Center at 1-800-773-2489 to schedule a collection. Also send request for yard-trimming collection via the Service Web Site: http://www.lacitysan.org/solid_resources/refuse/service_request.htm Fill out and submit the Service Request form.

To dispose hazardous materials, please call:
1-800-98-TOXIC / (1-800-988-6942)



We hope this Guide to Recycling for Businesses and Offices is informative and helpful. If you have any questions, please contact Solid Resources Citywide Recycling Division at 213-485-2260.



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