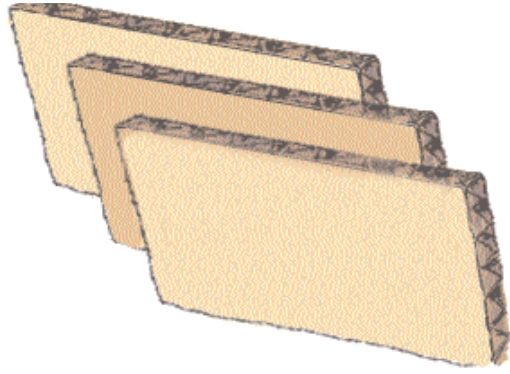


Corrugated Cardboard:

- Corrugated cardboard cartons are two-layer boxes with a waffle layer in-between.



- There should be a designated container for cardboard. Flatten all cardboard before placing in container to avoid wasting space and overflowing of materials.
- The cleaning staff can easily collect cardboard in designated areas of the work place at the end of the day. Work with the custodial staff to make collection as simple as possible.
- **DO NOT INCLUDE:** Waxed cardboard, or contaminated cardboard with any food or chemical residues.

Recycling Paper

What papers can be recycled?

- | | |
|-------------------------------------|-----------------------------------|
| *Stationery | Magazines/Catalogs |
| *Letterhead | Slick Gloss Advertising |
| *Copier paper (Xerox, IBM, etc.) | Junk Mail |
| *Notepaper, memo pads | Construction Paper |
| *Bulletins, Circulars | Envelopes with or without windows |
| *Calendar Sheets | Phone Books |
| *Calculator tapes | Blueprint (copies only) |
| *Reports w/o binders or covers | Wrapping Paper (Non-metallic) |
| *Computer printouts (carbonless) | NCR paper |
| *Chipboard (Single layer cardboard) | Colored Paper |

All the above materials can be collected in the same container as a mixed paper program.

What papers should be thrown in the trash?

- Original Blueprints
- Carbon paper
- Napkins, Tissues
- Paper towels, Paper cups, Plastic or styrofoam cups

Bottles and Cans

Glass:

- Include all food beverage bottles and jars.
- Throw caps and lids in the trash.
- **DO NOT INCLUDE:** Glass jars contaminated with paint, chemicals, window glass, ceramics, or light bulbs.

Aluminum Beverage Containers:

- Include cans such as soft drinks, juice, etc.
- **DO NOT INCLUDE:** Aluminum foil, cookware, furniture, windows frames.

Steel Cans:

- Include all food and beverage containers.
- **DO NOT INCLUDE:** Non-food containers such as paint cans, cleaners, etc.

Plastic Bottles:

- Include only plastic pourable bottles marked with the #1 or #2 recycling logo.
- **DO NOT INCLUDE:** Plastic containers marked with the #3 through #7, (no available markets for them). No plastic bags or plastic wrap.



The Monmouth County Planning Board Office of Solid Waste and Recycling is just a phone call away. Call (732) 431-7460 if you have any questions, Contact:

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**MAKE THE RIGHT
RECYCLING DECISIONS**

Business Recycling:

Everyone has a part to play in reducing, reusing, and recycling the waste generated by your business.

Many waste hauling contracts are based on the number, size, and amount of collection of waste containers. Some businesses must contract individually for waste and recycling services. Others have these costs built into a monthly rent, lease or maintenance agreement.

Recycling mandated materials could lower your collection costs. In setting up a recycling program, two objectives guide the process. They are to reduce the volume of garbage and increase the volume of materials you recycle.

How To Set Up A Business Recycling Program

What to Recycle:

- newspapers
- glass, plastic, tin and aluminum food and beverage containers
- corrugated cardboard
- clean mixed paper

Organizing a Recycling Program For Your Business:

- **Designate** an employee to coordinate your program. Give them specific responsibilities to ensure employees are informed
- **Do a Waste Audit:** The audit identifies what types of materials are available for recycling and how much is being generated. Offices will see the demand to recycle paper, retail stores will generate more corrugated cardboard, and food services will find they generate corrugated cardboard, glass as well as food and beverage containers
- **Project Cost Savings:** This is done after a waste audit identifies the potential volume of recyclable material
- **Contact your waste hauler:** Inquire about fees for trash vs. recyclables, this could be translated into cost savings. Then determine the best collection and disposal system for your program
- Notify your cleaning service on proper recycling collection practices

Business Recycling Tips:

Offices:

- Cardboard should be flattened
- Place a container in the break/lunch room to collect bottles and cans
- Newspapers may be tied and bundled
- Use separate containers to collect recyclable paper
- Use separate containers for trash and recyclable materials at each desk or a central location

- Multi-office complexes should share outside trash and recycling containers to reduce costs

Retail Stores:

- Generate large quantities of corrugated cardboard, paper, bottles and cans. A collection system is needed for each material. Use separate containers for each item.
- Businesses in shopping/strip malls should share containers to reduce cost.

Food Establishments:

- Generate large quantities of corrugated cardboard, glass, plastics, aluminum and bi-metal cans.
- Containers are needed to collect food and beverage bottles and cans. These may be comingled together in a separate container.
- Food Waste and Cooking Grease: Disposal companies are available for separate collection.

NOTE: Trash and recyclable materials can not be collected together in the same container.

Waste Reduction Tips

- Review production and purchasing procedures to see where waste can be reduced
- Save envelopes, use self mailers
- Use ceramic or plastic reusable mugs instead of disposable cups
- Make two sided copies
- Reuse boxes and packaging materials

Buy Recycled Products:

- Stationery
- Laser toner cartridges
- Business cards
- File folders
- Copying paper

Glossary:

Source Separation - Keeping recyclable materials separate from the trash

Recycling - Process by which materials are collected to make new products

Mandated Recyclable Material - Materials mandated by law to be recycled and separated from the trash

Optional Recyclable Material - Additional materials designated by a business to be recycled

Comingle - The process of mixing different types of recyclable materials in one container

Disposal - The process of placing trash and recyclable material in designated containers for collection by an authorized disposal company

Want to Know More About Recycling?

For assistance in understanding and complying with the Monmouth County Solid Waste Management Plan and related recycling questions, please contact the Monmouth County Health Department Solid Waste Enforcement Team @ (732) 683-8686 extension 3.

Mandated Recycling Program

Newspapers:

- Newspapers may be recycled with inserts
- Make collection simple by placing newspapers in a cardboard box or a milk crate.
- Tie the bundled newspapers if recycled separately.
- Contact your municipality for availability of newspaper recycling.