

How Do I Participate in the Recycling Program?

Employees place recyclable paper in Containers marked "Mixed Paper", at each desk. These containers will be emptied by custodial staff. Custodial staff are authorized to leave materials which are improperly separated! Recyclables other than mixed paper should be brought to central collection areas and placed in the appropriate containers. Please contact the B&G staff at your facility when disposing of large quantities of mixed paper (generated when cleaning files or disposing of outdated materials).

Think Safety!

All recyclable materials should be stored properly to avoid unsafe conditions and fire code violations in County facilities. The following guidelines must be followed:

- Avoid storing or accumulating recyclables in or near exits, hallways or stairways. Materials should not be stored closer than 36" from furnaces, portable heaters or electrical equipment.
- Materials stored outdoors must be kept at least 15 feet from the building's exterior.

Contact the County Fire Marshal at (732) 683-8856 for further information regarding fire codes.

For More Information. . .

Contact your department/facility coordinator.

Name: _____

Extension: _____

We'd like to hear from you!

Give us your suggestions for improving Monmouth County waste reduction and recycling programs.

Include you name, department or division, phone number and suggestion. Send to:

Fran Metzger,
Recycling Coordinator
Monmouth County Planning Board
Hall of Records Annex
One East Main Street
Freehold, NJ 07728

Keep this brochure for future reference.

Remember

The Monmouth County Employee Recycling Program is for materials generated in County facilities.



Printed on Recycled Paper

Monmouth County Employee Recycling Program





MIXED PAPER

Containers Labeled Mixed Paper
(staples and clips may remain)

White and colored paper
Copy paper
Computer paper
Ream wrappers
File folders
Magazines/catalogs
Soft cover books
Reports/Manuals
Junk mail
Photo copy blueprints
Chipboard (such as e.g.
stationery boxes)



NEWSPAPERS

Containers Labeled Newspapers
Newspapers and Newspaper
inserts only



BOTTLES AND CANS

Commingled in Containers
Labeled Bottles and Cans
Glass Bottles
Tin and Aluminum cans
Plastic Bottles, #1 
and #2   (find at bottom of bottle)

LASER TONER CARTRIDGES

Place in Box Labeled for
Toner Cartridges



RE-CHARGEABLE BATTERIES

At local electronic
retailers

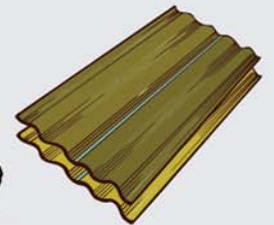


BUTTON BATTERIES

In Container labeled button batteries

CORRUGATED CARDBOARD

In Designated Recycling Area
cardboard, with waffles between layers
Boxes, should be broken down



Foil • Food Tins • Ceramics • Styrofoam • Microwave Trays • Straws
Waxed Cardboard • Packing Materials • Blueprints/Carbon Paper • Hard Cover Books
Paper Towels • Cups • Plates • Tissues • Candy Wrappers



BUILDING OUR FUTURE



BY RE-USING OUR PAST