



**Alameda County Industries**

# RECYCLING & WASTE REDUCTION GUIDELINES FOR OFFICES

## Increase Recycling and Reduce Waste!

### ADOPT GREEN PURCHASING PRACTICES:

- Buy from local vendors.
- Start an Environmentally Preferable Purchasing (EPP) program. (see "Buy Recycled" on the other side)
- Choose products with minimal packaging, have the highest recycled content and are recyclable.
- Choose supplies that reduce plastic use and are easy to reuse or recycle, such as:
  - binder/paper clips
  - paper folders, binders and boxes
  - crumpled/shredded paper for shipping

### REDUCE PAPER USE:

- Email documents instead of printing them.
- Use presentations rather than handouts at meetings.
- Print on both sides of the paper whenever possible.
- Take paperless notes on a laptop or tablet.
- Store files digitally.

### REDUCE FOOD PACKAGING WASTE:

- Encourage reusable mugs for coffee and reusable containers, plates, cups and utensils for lunch/snacks.
- Avoid offering single-serve/single-use utensils, cups and food items in kitchenettes and break rooms.



Contact ACI for help starting or improving your **RECYCLABLES** and/or **ORGANICS** collection program today!

### OUR REPRESENTATIVES ARE AVAILABLE TO:

- Visit your business to conduct waste assessments.
- Make service suggestions.
- Help train staff and/or tenants.
- Provide posters and service guides.

**When in Doubt...Find Out!  
Contact Us!**

voice - 510-483-1400 or 510-357-7282

email - [info@AlamedaCountyIndustries.com](mailto:info@AlamedaCountyIndustries.com)

website - [www.AlamedaCountyIndustries.com](http://www.AlamedaCountyIndustries.com)



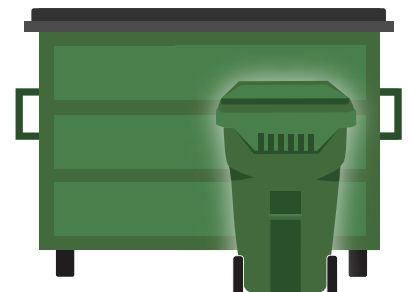
## Proper Sorting Makes a Difference!

Items going in the **RECYCLABLES** cart or bin should be empty and clean.

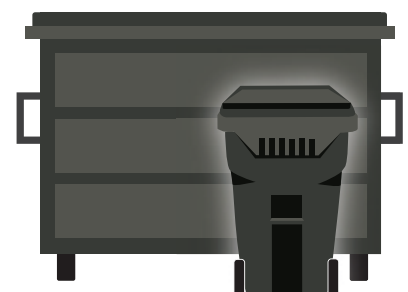
Items going in the **ORGANICS** cart or bin should be free of glass, metal, and plastic.



**BLUE = RECYCLABLES**



**GREEN = ORGANICS**



**GRAY = GARBAGE**

## Keep the Recycling Stream Clean!

Garbage and Organics DO NOT belong in the blue **RECYCLABLES** bin/cart. Make sure recyclable plastic, metal and glass food containers are empty and clean before placing them in the blue **RECYCLABLES** bin/cart.

Non-recyclable materials cause contamination, can damage sorting machinery, and result in recyclables in the landfill.

For a complete list of what belongs in the blue **RECYCLABLES** cart and/or bin, visit: [www.AlamedaCountyIndustries.com](http://www.AlamedaCountyIndustries.com).



## Buy Recycled

**POSTCONSUMER RECYCLED-CONTENT PRODUCTS (RCP)** reduce pollution, save landfill space, create California jobs, and support small businesses.

Buying recycled also:

- Closes the recycling loop and conserves resources.
- Reduces raw material extraction and preserves wildlife habitat.
- Reduces pollution and greenhouse gas emissions.
- Helps create market demand and competition.

**ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)** CalRecycle's EPP site provides a collection of available tools and other resources to help individuals and organizations initiate or improve their EPP program.



### WHERE TO BUY POSTCONSUMER RECYCLED-CONTENT PRODUCTS

- **The Recycled-Content Product Manufacturers (RCPM) directory** includes innovative recycled-content product manufacturers.
- **RecycleStore** is a CalRecycle resource you can use to search for manufacturers of recycled products located in designated California Recycling Market Development Zones throughout the state.



### Did You Know? RECYCLING ONE TON OF PAPER SAVES:

- enough energy to power an average U.S. home for six months
- 7,000 gallons of water
- 17 trees
- 3.3 cubic yards of landfill space

\*SOURCE: [www.EPA.gov](http://www.EPA.gov)



**Remember to:  
REDUCE, REUSE,  
ROT & RECYCLE!**