



How to Recycle at Your Agency

Office Sustainability Checklist



Everyone in Connecticut is required to recycle -- individuals, businesses, schools, and government -- it's the law. Recycling reduces trash disposal costs, saves energy, and reduces greenhouse gas emissions.

Below are some steps your Agency can take to start or improve a recycling program. Starting a [Green Team](#) at your agency is the best way to make change and keep the momentum going.

CT Mandated Recyclables Found in Office Buildings

- Plastic containers PET & HDPE (#1 & #2)
- Corrugated cardboard & boxboard
- Glass & metal food & beverage containers
- Newspapers & magazines
- High grade white & colored office paper
- Ni-Cd rechargeable & lead-acid storage batteries

For a full list, go to [ReduceReuseRecycle Main Page \(ct.gov\)](#)

Recycle Right

	<input checked="" type="checkbox"/> No Action Needed	<input checked="" type="checkbox"/> In Progress	<input checked="" type="checkbox"/> Completed
Ask your building manager about current services provided by waste/recycling hauler. Most agencies collect recyclables in one bin, known as mixed recycling, that are then sorted at the recycling facility. Make sure the loading dock can accommodate pickup of recyclables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with your building manager and agency's Support Services to ensure they have arranged for recycling services for all the mandated items (see box above). Building manager should communicate to cleaning staff where recyclables and trash are to be collected for the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get everyone on board - including your Commissioner. It is important for employees to be encouraged to recycle from top management.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up boldly marked containers for recycling with signs that specify the appropriate recyclable materials. Place recycling bins next to trash bins in easily accessible common areas so sorting is easy, including areas that the public would pass through (near elevators, conference rooms, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Each employee should have a desk recycling container. Many offices no longer have trash bins in each cubicle since most of what is generated should be recycled. Before buying new recycling bins, consider repurposing containers you have and adding bold signage or check CT DAS Surplus or the Reuse Marketplace for used containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find out what recyclables are in the trash by looking in break room and office trash containers. Target educational efforts based on your findings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly educate and remind employees to recycle (e.g., email from commissioner, lunch and learn or presentation by green team, break room and conference room signs, and intranet announcement). Include this information at new employee orientation and give to seasonal workers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Example of common area recycling and trash bins



Example of workspace recycling and trash containers

Next Steps

- Regularly check if recyclables end up in the trash. Are bins in the best locations for easy access? Is signage adequate?
- If you are in a building that is shared by other Agencies, work with building manager to get everyone included in the program.
- Ask cleaning staff that pick-up recyclables to record numbers of containers that are paper, bottles and cans, cardboard. Ask your hauler for reports.
- Share your success; let employees know how the program is going.



Example of recycling signage

Going Above and Beyond

- Recycle additional items like printer/toner cartridges, Tyvek envelopes, batteries, CDs and cell phones.
- Reduce paper waste by setting defaults on copiers and printers to double-sided and remind employees to avoid printing e-mails and documents.
- Encourage the use of reusable coffee mugs, dishes, and lunch bags.
- Have a place where employees can bring unwanted office supplies for others to use. See DEEP's [How to Start a Resupply Center checklist](#).

For more information, contact the DEEP Recycling Office at (860) 424-3366 or visit [DEEP's Recycling Page](#)

