**SOLID WASTE - BUSINESS RECYCLING CHECKLIST**

*CT DEEP Inspectors use this form during their Inspections to assess compliance with the Recycling law, in accordance with Section 22a-241b of the Connecticut General Statutes.*

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| Name of Facility/Site: Type of Facility/Site: If Multi-Tenant Housing Complex, # of units:  |
| Address and Town: |
| Date of Inspection: Type of Inspection: |
| Name and Title of Inspector: |
| Name and Title of Site Contact: |
| Phone Number of Contact: Email Address of Contact:  |
| Name and Title of person assigned to manage the company’s solid waste and recycling efforts (if not the Site Contact): |

1. Is there evidence of an established recycling program? **Yes\_\_\_\_\_ No\_\_\_\_\_**

1. Are separate containers provided for trash and recyclable materials within the facility (manufacturing & maintenance areas, office areas near desks, copy machines and lunch room/cafeteria)? **Yes\_\_\_\_\_ No\_\_\_\_**  **N/A\_\_\_\_\_**
2. Are there sufficient containers at the “back of the building” to collect Designated Recyclable Items separately from trash? **Yes\_\_\_\_\_ No\_\_\_\_\_**

If “**No**” to this question, take photo(s) of the “back of the building” area where trash is collected by haulers and attach photo(s).

1. List the quantity and capacity of all exterior trash containers on-site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. List the quantity and capacity of all exterior recycling containers on-site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: For MTH complexes, attach a satellite photo of the site indicating the locations of all exterior trash and recycling containers.

1. Is there more than an incidental or inadvertent amount of clean Designated Recyclable Items visible in the trash container (dumpster or wheeled cart)? **Yes\_\_\_\_\_ No\_\_\_\_\_**

NOTE: If “**Yes**”, take photo(s) of the Designated Recyclable Items in the trash container(s) and attach photo(s).

1. Are there copies of the solid waste and recycling collection contract(s) on-site? **Yes\_\_\_\_\_ No\_\_\_\_\_**

NOTE: If “**Yes**”, attach contract(s)

1. Name of trash hauler: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Does the trash hauler provide recycling services?  **Yes\_\_\_\_\_ No\_\_\_\_\_**

 If no, provide name of contracted recycling hauler and attach contract:  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 10. Exit Interview conducted? **Yes\_\_\_\_\_ No\_\_\_\_\_** Inspector Comments: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Materials generally accepted in Single Stream Recycling programs** |
| **Designated (mandated) recyclables** |  | **Non-designated recyclables** |
| **Generated** | **Recycled** |  |  | **Generated** | **Recycled** |  |
|  |  | Corrugated Cardboard |  |  |  | Plastic containers (#3 - #7) |
|  |  | Boxboard (e.g., cereal boxes) |  |  |  | Discarded mail/catalogs |
|  |  | White & colored paper |  |  |  | Phone books |
|  |  | Newspaper |  |  |  | Paper beverage containers (e.g., milk cartons) |
|  |  | Magazines |  |  |  | Paperback books |
|  |  | Glass/Metal food & beverage containers |  |  |  | Empty aerosol cans (no paint, pesticides or other hazardous wastes) |
|  |  | Plastic containers (PET #1 and HDPE #2) |  |  |  | File folders |

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| **Designated Recyclables Items that are not accepted in Single Stream programs,** **but must be collected separately for recycling (and/or are banned from disposal as trash)** |
| **Generated** | **Recycled** |  |
|  |  | Scrap Metal (incl. appliances) |
|  |  | Ni-Cd rechargeable batteries |
|  |  | Lead-acid batteries (from vehicles) |
|  |  | Used oil (e.g., crankcase oil) |
|  |  | Residential Covered Electronic Devices (TVs, monitors, computers & printers) |
|  |  | Grass |
|  |  | Leaves |
|  |  | Source-Separated Organic Material (SSOM, or food waste) from large commercial generators |

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| **Other items that are not accepted in Single Stream recycling programs,** **but can/should be recycled** |
| **Generated** | **Recycled** |  |
|  |  | Paint |
|  |  | Mattresses |
|  |  | Mercury thermostats |
|  |  | Textiles (e.g., clothing, blankets, towels, etc) |
|  |  | Clean plastic film (e.g., plastic bags from grocers, newspapers and dry cleaners, bubble wrap, etc) |
|  |  | Plastic boat wrap |
|  |  | Other electronic waste (e.g., cell phones, small tablets, etc) |
|  |  | Fluorescent lamps, CFL bulbs |
|  |  | Organics (food waste, yard debris) |
|  |  | Propane tanks |
|  |  | Pallets |
|  |  | Alkaline batteries |
|  |  | Toner cartridges |
|  |  | Antifreeze |
|  |  | Used oil filters |
|  |  | Other plastic |

Attach all photographs, copies of contracts and additional comments, indicating any potential recycling enforcement action.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspector Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**