

Helping you to implement an effective recycling program for your business.

**Step 1.** Develop a waste plan with a licensed private carter:

Liaise with a licensed private carter to develop a contract for how waste will be collected for your company. By law, it's important that private carters provide separate trash and recycling collection.

If you would prefer to transport your own recyclables, obtain registration from the NYC Business Integrity Commission.

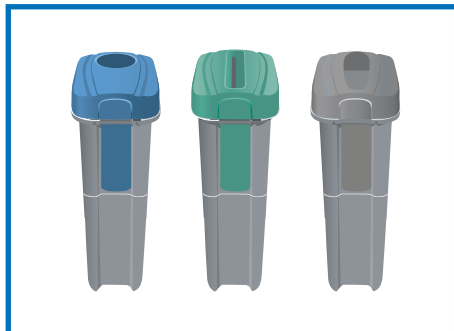


**Step 2.** Choose a type of recycling collection:

To improve the ease of recycling for your business, determine a plan for recycling collection that works best for your business.

The chosen plan should comply with one of the following 3 types of collection for recycled materials: **source-separated collection, co-collection or single-stream collection.**

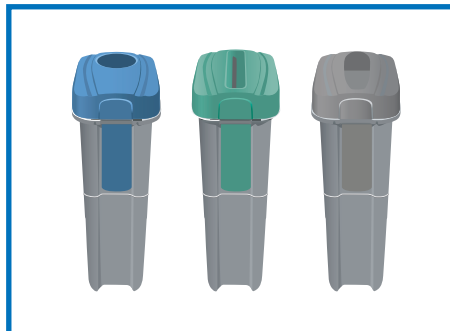
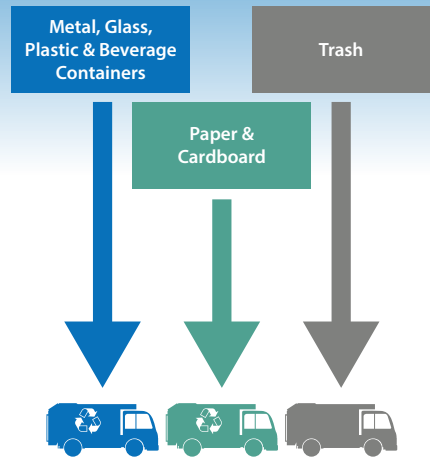
Our recycling bins can be adapted to suit your chosen recycling collection type.



**Source-Separated Collection**

Collect different types of recyclable materials in separate containers.

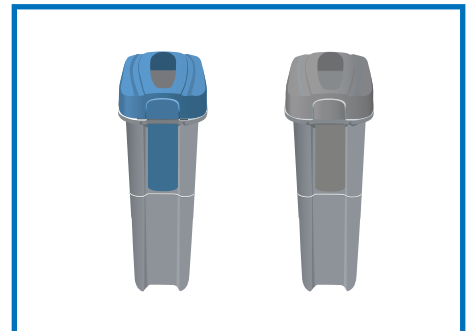
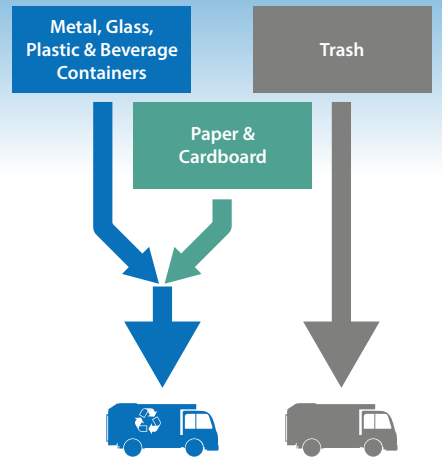
You should have one recycling container for metal, glass, plastic & beverage containers, a recycling container for paper & cardboard and a separate trash container.



**Co-Collection**

Similar to source-separated collection, recyclables and trash are collected in three separate containers.

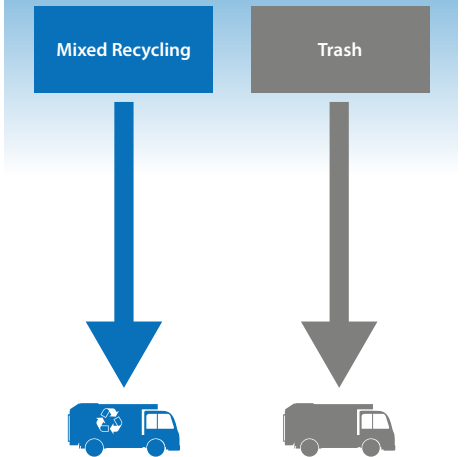
However, the carter is allowed to collect the source-separated recyclables in one truck.



**Single-Stream Collection**

Collect several recyclable streams in one container.

Please note that trash should still be collected separately.



### Step 3. Create designated customer and staff disposal areas:

Having a clear recycling program in place will help your customers and employees to follow the recycling rules of your business.

Place recycling containers and trash cans in convenient locations throughout the building to encourage staff and customers to comply with your businesses recycling rules.

Always place trash cans and recycling containers together to re-inforce the recycling rules of your business.

**Our trash and recycling bin combos** help to improve waste diversion without compromising on style.

Remember to keep all building occupants informed of your recycling and waste management policies and let them know if any changes occur. These policies must comply with the NYC rules and a copy of the notification must be available upon request by DSNY.



### Step 4. Clearly identify your recycling program:

All containers must have a label stating the type of material being collected. This will help users to identify the type of stream that the container should be used for. Many of our products offer standard decals to clearly identify waste streams. We can also offer **personalization** so you can include your organizations branding, colors or recycling message.

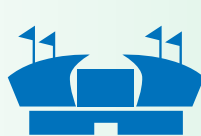
You are required to place clear signage in a window, or visible exterior location, indicating the collection type used by your business and the name of the carter that's authorized to collect the materials.



### Remember! Some companies are required to recycle organic waste.

Certain companies are also required by law to collect compostable organic waste in dedicated organic waste containers, separate from other recyclables or trash.

If you meet the below requirements, you will need to ensure your company complies with the New York City commercial organic waste rules:



Arenas and Stadiums with 15,000+ seats



Food Manufacturers of 25,000 sq.ft.+



Food Wholesalers of 20,000 sq.ft.+



Food Service in Hotels with 150+ rooms