

State recycling requirements apply to everyone in Connecticut, including the small business owner!

***Everyone must recycle.***

It may seem that your business generates little waste and that recycling such a small amount would benefit no one. However, there are approximately 87,000 small business establishments in Connecticut, and as a group, the waste you generate adds up and by recycling *you can make a difference.*



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State of Connecticut DEP

# Recycling Reminder

for small  
businesses



Connecticut Department of Environmental Protection  
Bureau of Materials Management and Compliance Assurance  
Source Reduction & Recycling Program  
79 Elm Street  
Hartford, CT 06106-5127  
(860) 424-3365  
[www.ct.gov/dep](http://www.ct.gov/dep)



## Why Recycle?

- Recycling helps protect your health as well as the environment
- Reduces air and water pollution
- Reduces greenhouse gas emissions
- Saves energy
- Conserves precious natural resources, since less raw material need to be extracted and processed
- Reduces the amount of waste that must be disposed at incinerators or landfills
- Small businesses matter- research has indicated that nationwide, offices with fewer than 50 employees generate nearly 40% of discarded printing and writing paper
- According to the Environmental Defense Fund, the average office worker uses 10,000 sheets of paper each year—and the effects of producing and not recycling all that paper add up
- And in Connecticut, *it is the law!*



## Getting started on recycling

### What waste do you generate?

You need to know what type of waste you generate.

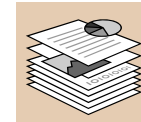
- You can do your own waste audit, by simply looking at what is in your trash.
- Or if your waste stream is more complex, you can get someone to do it for you.

Based on the information from your waste review or audit:

- first identify ways to reduce the amount of waste your business generates by using reusable and durable products whenever possible
- for the remaining waste, identify the materials that should be recycled.

### Items required to be recycled by all CT businesses— large and small

- High grade white office paper- copy paper, computer paper, office stationery, and memo paper;
- Old corrugated cardboard- corrugated boxes (without a waxed coating);
- Old newspaper;
- Glass and metal food containers, non-deposit as well as deposit bottles, cans and used foil trays;
- Leaves- foliage that has fallen from trees;
- Used crankcase oil- from internal combustion engines;
- Lead acid storage batteries- used in cars, automobiles, airplanes, boats, and tractors;
- Scrap metal- items which consist predominantly of metals such as iron, aluminum, brass, copper, lead, chromium, tin, nickel or alloys of these metals, including but not limited to white goods (appliances);
- NiCd rechargeable batteries- both those contained within appliances and those sold individually; and
- Grass- cannot be disposed at landfills. The best way to manage grass is to practice grasscycling by leaving grass clippings on the lawn.



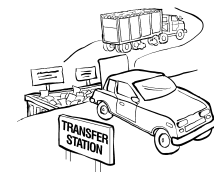
### How will you manage the recyclables in your small business?

- Design a system of containers to collect the material within your facility
- Identify a way to have the materials brought to a recycling processing facility or end market.
- When designing a recycling system for your business, you need to keep in mind that you **cannot mix the mandated recyclables with trash** and have your hauler pick out the recyclables.
- If your landlord provides custodial services and trash pick-up, he or she also needs to provide for recycling. In such cases you need to work with your landlord to assure that a recycling program is implemented.
- When leasing space or renewing a rental agreement make sure that recycling is part of that agreement.
- If your landlord does not provide trash pick-up and your business provides for its own trash pick-up, you might first check with your hauler - he or she may have a cost-effective way for you to get your recyclables to a recycling facility.



### Other Suggestions:

- Check with your municipal recycling coordinator to see if your town has a recycling drop-off site or some other program to help the small businesses in your town recycle.
- If one does not exist, work with your town and other businesses to:
  - Establish recycling drop-off sites in convenient-to-use areas
  - Allow small businesses to use existing residential recycling drop-off sites
  - Establish cooperative recycling programs for joint pick-up and marketing of recyclables from small business.





# Business Recycling Profile

CT DEP, Bureau of Materials Management & Compliance Assurance

In Connecticut recycling is mandatory. Connecticut General Statutes and the Regulations of Connecticut State Agencies require designated items to be recycled by **everyone**. Every resident, business, government facility, school, college, hospital, institution, etc. is required *by law* to recycle glass & metal food and beverage containers, corrugated cardboard, newspaper, white office paper (except from a residential property), scrap metal, Ni-Cd rechargeable batteries, used crankcase oil, lead acid batteries, leaves and grass clippings.

Recycling these items is a critical action we can all take to move the State towards achieving our recycling rate of 58% by 2024 as stated in the amended December 2006 [CT State Solid Waste Management Plan](#). Complying with the state recycling laws has tremendous environmental benefits such as conserving natural resources, reducing pollutants emitted to our air and water; conserving energy, reducing greenhouse gas emissions, and eliminating the need for new solid waste disposal facilities.

This form is a guidance document to help businesses better manage their recycling program and increase recovery efforts. This form does not need to be submitted to DEP unless it is requested, in response to an inspection and/or an enforcement action. For more recycling resources please visit our [Business Recycling Resources webpage](#).

## All Businesses Are Required to Recycle:

### High Grade White Office Paper

(HGWOP) White copy paper, computer paper, office stationery, memo paper, etc.

### Old Corrugated Cardboard

(OCC) Old or discarded corrugated boxes – *Not waxed*

**Old Newspaper** (ONP) Used or discarded newspapers

**Glass & Metal Food and Beverage Containers** (including 5¢ deposit containers)

**Leaves** Foliage which has fallen from trees must be recycled

**Used Crankcase Oil** Used crankcase oil from internal combustion engines

**Lead Acid Storage Batteries** Used batteries from cars, airplanes, boats, tractors, etc.

**Scrap Metal** Used or discarded items which consist predominantly of metals such as iron, aluminum, brass, copper, lead, chromium, tin, nickel, etc. or alloys of these metals, including but not limited to appliances.

**Rechargeable Batteries** Nickel-cadmium (NiCd) rechargeable batteries, both those contained within appliances and those sold individually are required to be recycled after they no longer are usable.

**Grass Clippings** Best practice is to recycle grass by leaving grass clippings on the lawn.

In addition to the state mandated recyclables listed above, check your **local ordinances** to learn about additional materials your business may be required to recycle including plastic bottles.

**58% by 2024**

## Company Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Recycling Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

Additional Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

## Facility/Operations

Type of business: \_\_\_\_\_

Number of buildings, total square footage of building(s): \_\_\_\_\_  
\_\_\_\_\_

Acreage of lawn area: \_\_\_\_\_

Number of employees: \_\_\_\_\_

Current solid waste/recycling hauler(s) (Name/Phone): \_\_\_\_\_  
\_\_\_\_\_

Building Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Company’s Current Recycling & Recovery Efforts

Please use the table below to describe your Company’s current recycling program. Attachments of photos or other documents also accepted.

RECYCLABLE MATERIAL	AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH  (if you don’t have weight data enter the number and size of containers and collection frequency)	HOW & WHERE MATERIAL IS COLLECTED	WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING
EXAMPLE: OFFICE PAPER (White and other paper combined)	One 40-gallon wheeled cart/week	Everyone collects at their desk; brought to central location (large wheeled cart near elevators). Janitor brings to loading dock when it is full (about once a week)	Our current trash hauler, (XYZ Trash Hauling, Windsor, CT) empties our paper recycling wheeled cart 2x/month (we call them as-needed) and material is taken to the ABC recycling facility in (Name of Town).
Office paper (white paper) **			
Newspaper **			
Other paper or mixed paper (please list types of paper in your ‘other’ paper mix)			

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<p><b>RECYCLABLE MATERIAL</b></p>	<p><b>AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH</b>  (if you don't have weight data enter the number and size of containers and collection frequency)</p>	<p><b>HOW &amp; WHERE MATERIAL IS COLLECTED</b></p>	<p><b>WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING</b></p>
<p>EXAMPLE: Old Corrugated Cardboard</p>	<p>We have a 4-yard dumpster behind our main warehouse. It's picked up twice a week.</p>	<p>Warehouse staff collect and flatten boxes as we go along. A small pile is created during a shift (we have 3 shifts/day). At the end of the shift an employee removes the small pile and brings to dumpster outside.</p>	<p>Our current trash hauler, (P&amp;Q Trash Hauling, City, CT) empties cardboard dumpster Mondays and Thursdays.</p>
<p><b>Corrugated cardboard**</b></p>			
<p><b>Food and beverage containers (check all those collected for recycling)</b></p> <p><input type="checkbox"/> <b>Glass**</b></p> <p><input type="checkbox"/> <b>Metal**</b></p> <p><input type="checkbox"/> <b>plastic</b></p> <p><input type="checkbox"/> <b>paper carton or (juice-type) box</b></p>			
<p><b>Other</b></p>			

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<b>RECYCLABLE MATERIAL</b>	<b>AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH</b>  (if you don't have weight data enter the number and size of containers and collection frequency)	<b>HOW &amp; WHERE MATERIAL IS COLLECTED</b>	<b>WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING</b>
EXAMPLE:  Printer Toner cartridges	We have 8 printers in our offices and generally replace/recycle 1/month	Office manager returns all toner cartridges to Office Supply Store for a credit towards future office supplies	Use mailer envelopes that come with new toner. We mail them back to Office supply store (or they pick up with new deliveries).
<b>Lead Acid Storage Batteries (car, truck, boat)**</b>			
<b>Rechargeable Batteries**</b>			
<b>Used Crankcase Oil**</b>			
<b>Scrap Metal**</b>			

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<p><b>MATERIAL</b></p>	<p><b>AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACHMONTH</b>  (if you don't have weight data enter the number and size of containers and collection frequency)</p>	<p><b>HOW &amp; WHERE MATERIAL IS COLLECTED</b></p>	<p><b>WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING</b></p>
<p>EXAMPLE: Leaves and other yard debris</p>	<p>N/A</p>	<p>Our landscape company (NAME, TOWN) mows our lawns and maintains our entry garden. They remove all the materials (although grass clippings are left on the lawn).</p>	<p>Our landscape company takes them away.</p>
<p><b>Leaves**</b></p>			
<p><b>Grass clippings**</b></p>			
<p><b>Brush, stumps and other yard debris</b></p>			

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<b>MATERIAL</b>	<b>AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACHMONTH</b>  (if you don't have weight data enter the number and size of containers and collection frequency)	<b>HOW &amp; WHERE MATERIAL IS COLLECTED</b>	<b>WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING</b>
<b>Food waste</b>			
<b>Other</b>			
<b>Other</b>			

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<b>WASTE REDUCTION, REUSE AND OTHER RECOVERY PROGRAMS</b>	<b>PROJECT DESCRIPTION</b>
<p>EXAMPLE:      <i>Waste Reduction</i></p>	<p><i>Our cafeteria recently began using reusable trays and washing them instead of using Styrofoam trays which we were throwing away. We have also instituted a reusable mug program (providing a free mug to employees) to try and reduce the amount of coffee cup waste.</i></p>
<p><b>Waste Reduction</b></p>	
<p><b>Waste Reduction</b></p>	
<p><b>Other</b></p>	
<p><b>Other</b></p>	

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WASTE REDUCTION, REUSE AND OTHER RECOVERY PROGRAMS	PROJECT DESCRIPTION
<p>EXAMPLE:      <i>ReUse</i></p>	<p><i>Our company generates approximately 10 used Gaylord containers/week that we donate to Foodshare for their produce distribution program. We also donate over-stock and discontinued building supplies to the ReCONNstruction Center in New Britain.</i></p>
<p><b>ReUse</b></p>	
<p><b>ReUse</b></p>	
<p><b>Other</b></p>	
<p><b>Other</b></p>	

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## Recycling & Recovery Programs Planned

Please use the table below to describe future recycling efforts and how compliance with the mandatory items, if not already recovery for recycling, will be achieved.

IDEA/MATERIAL	ESTIMATED GENERATION RATE	HOW AND WHERE WILL THE MATERIALS BE COLLECTED?	WHO WILL PICK UP THIS MATERIAL? FINAL/END MARKET?	WHEN WILL PROGRAM BE IMPLEMENTED?
<p>EXAMPLE: Food and beverage containers (glass, metal and plastic)</p>	<p>25 gallons/month</p>	<p>Will place barrel in break room; janitorial staff will empty and remove materials to a larger container on our loading dock.</p>	<p>There are a lot of 5¢ deposit containers. We're looking into having a local non-profit organization collect them for free and redeem the deposits.</p>	<p>We will start this program by August 8, 2008 (2 weeks from now).</p>
<p>EXAMPLE: 55 gallon drums</p>	<p>10/week</p>	<p>We generate 55 gallon drums, which <u>contained non-hazardous substances</u>. We stockpile them outside the plant until we have 50 drums.</p>	<p>Working with XYZ, a company that reconditions the drums. We've found this to be more cost effective than recycling them at this time.</p>	<p>We've already started collecting and expect our first pick up to be next week (June 5, 2008)</p>

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Please use the table below to describe future recycling efforts and how compliance with the mandatory items, if not already recovery for recycling, will be achieved.

IDEA/MATERIAL	ESTIMATED GENERATION RATE	HOW AND WHERE WILL THE MATERIALS BE COLLECTED?	WHO WILL PICK UP THIS MATERIAL? FINAL/END MARKET?	WHEN WILL PROGRAM BE IMPLEMENTED?
<p>EXAMPLE: 5 gallon buckets</p>	<p>15-30 buckets/month</p>	<p>We generate buckets (<u>contained non-hazardous substances</u>) and cannot use them. Will rinse and stack (with lids) off to side of loading dock.</p>	<p>We're trying to secure a connection with a local reuse center or distribute via materials exchange program.</p>	<p>We hope to start this program by the end of August 2008.</p>

**Attachments:** Please include photos of your recycling bins and containers and any copies of recycling/waste contract. If you have additional pages or items to help explain/show successes in your waste recycling/recovery efforts, please attach those as well including brochures, flyers, employee educational materials, etc.

Reminder: This form is only required to be submitted when requested by DEP.

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**Department of Environmental Protection**  
**Waste Engineering & Enforcement Division**  
**79 Elm Street, Hartford, CT 06106-5127**  
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