



RECYCLING: IT'S NOT A CHOICE, IT'S THE LAW

A HANDBOOK FOR NYC BUSINESSES

LAW FIRM

COPY CENTER

ALL COMMERCIAL BUSINESSES IN NEW YORK CITY ARE REQUIRED TO RECYCLE THROUGH ARRANGEMENTS MADE WITH THEIR PRIVATE CARTER OR RECYCLER. (THE DEPARTMENT OF SANITATION DOES NOT SERVICE COMMERCIAL BUSINESSES.)

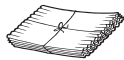
WHAT TO RECYCLE

Food or Beverage Service Establishments

(Restaurants, Delicatessens, Bars, Caterers, Cafeterias, etc.)

Must Recycle:*

- Corrugated Cardboard (flattened boxes)
- Bulk Metal
- Metal Cans
- Aluminum Foil Products
- Glass Bottles and Jars
- Plastic Bottles and Jugs



Corrugated Cardboard
(flattened boxes)



Bulk Metal



Metal Cans



Aluminum Foil Products



Glass Bottles and Jars



Plastic Bottles and Jugs

If your customers clear their own tables, provide labeled containers for their recyclables.

Bundle cardboard. Mix cans, bottles, and foil TOGETHER in the same clear plastic bag, recycling dumpster, or labeled container. Set out bulk metal next to other recyclables.

Paper materials other than cardboard are optional to recycle. Check with your private carter/recycler if you would like to recycle additional items.

**In addition to these products, all businesses must safely recycle or dispose of hazardous and universal wastes, such as fluorescent bulbs and computer equipment. Various retailers must also collect and recycle plastic bags and rechargeable batteries. Visit FAQs on page 14 for more info.*

ALL NEW YORK CITY BUSINESSES MUST RECYCLE

Recycling is mandatory under NYC's local law 87 of 1993.

All Other Businesses

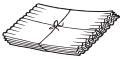
(Offices, Retail Stores, Supermarkets, Manufacturers, etc.)

Must Recycle:*

- Bulk Metal
- Corrugated Cardboard (flattened boxes)
- Office Paper
- Magazines, Catalogs, Phone Books
- Newspapers
- Textiles (if over 10% of your waste stream; for example, textile and garment industries)



Bulk
Metal



Corrugated
Cardboard
(flattened boxes)



Office
Paper



Magazines,
Catalogs,
Phone Books



Newspapers



Textiles
(if over 10% of your
waste stream)

Place paper materials and textiles (if applicable) TOGETHER in a clear plastic bag, recycling dumpster, or labeled container. Bundle cardboard or tear into small pieces and put with paper and textiles. Set out bulk metal next to other recyclables.

Other types of paper are optional to recycle. Check with your private carter/recycler if you would like to recycle additional items.

**In addition to these products, all businesses must safely recycle or dispose of hazardous and universal wastes, such as fluorescent bulbs and computer equipment. Various retailers must also collect and recycle plastic bags and rechargeable batteries. Visit FAQs on page 14 for more info.*





HOW TO RECYCLE

All commercial businesses/commercial tenants **MUST**:

1. Prominently post signs notifying employees about what and how to recycle. *Also notify customers and clients, if they regularly discard recyclables at your business.**
2. Place labeled recycling containers where designated materials are routinely discarded.
3. Keep designated recyclables separate from garbage.

**EXAMPLES*

Self-serve restaurants and company cafeterias where customers buy drinks in cans or bottles. Banks and copy shops where customers discard paper.

All the requirements above apply to stores, restaurants,

ALL NEW YORK CITY BUSINESSES MUST RECYCLE

Work with cleaning staff to
keep recyclables separate.

**Whoever contracts with the private carter or recycler*
MUST ALSO:**

4. Produce a written recycling agreement with your carter.
5. Prominently post carter decal stating garbage and recycling collection arrangements.
6. Post notices in maintenance areas describing recycling collection procedures [see sample signs on pages 8-9].
7. Instruct employees and tenants, as applicable, to keep designated recyclables separate from garbage.

**This is usually the business owner/manager (or if your building has multiple commercial tenants and manages its waste collectively, the building management).*

offices, and any other businesses
with private carters.

ALL NEW YORK CITY BUSINESSES MUST RECYCLE





AVOID A TICKET

The main recycling violations for those who generate commercial waste include:

- Failure to keep designated recyclables separate from garbage. [R46, R47, R56]
- Failure to notify employees, and customers (where required), about recycling by posting a sign in common areas and clearly labeling recycling containers. [R57]



Fines increase for repeated violations.



ALL NEW YORK CITY BUSINESSES MUST RECYCLE

The main recycling violations for those who contract directly with private carters or recyclers to handle commercial waste include:

- Failure to display decal from a private carter showing recycling collection days. **[S02]**
- Failure to maintain source-separation by tenants, employees, or customers as recyclables are moved through building. **[R51]**
- Failure to present a written recycling agreement with private carter or recycler for the collection of designated recyclables. **[R52]**
- Failure to give written recycling instructions to employees and tenants. **[R53]**
- Failure to post signs explaining how to recycle in maintenance areas where garbage and recyclables are collected and stored. **[R54]**
- Failure to provide recycling containers in public areas where designated recyclables are routinely discarded. **[R55]**



SAMPLE RECYCLING SIGNS

Food and Beverage Service Establishments

Recycling Container Label

For Kitchens, and for Public Areas where customer recycling is required



Maintenance or Refuse Storage Area



Edit to fit YOUR program:

(in dumpsters,
on loading docks, or
YOUR specific location)

(every night,
Tu, Th, Sat nights, or
YOUR recycling
collection days)

Create signs to match
your recycling arrangements.

ALL NEW YORK CITY BUSINESSES MUST RECYCLE

Visit www.nyc.gov/wasteless
to download and
print sample signs.

All Other Businesses

Centrally Posted Sign or Recycling Container Label



List materials collected in
(YOUR recycling program)

Maintenance or Refuse Storage Area



Edit to fit
YOUR program:
(by freight elevator,
in dumpster, or YOUR
specific location)



ALL NEW YORK CITY BUSINESSES MUST RECYCLE



FAQS

Frequently Asked Questions about Commercial Recycling Requirements

Q: What if my carter doesn't give me a decal or tells me I don't need a detailed written recycling agreement?

A: Without these items, you are subject to a fine, so you should insist. Carters are licensed by the Business Integrity Commission (BIC). Contact BIC with any questions about individual carters or recyclers by calling 212-676-6219 or via www.nyc.gov/bic.

Q: My contract with the private carter specifies certain days for recycling. Isn't this enough to avoid a ticket?

A: Yes, but it is best to produce a detailed written recycling agreement with your private carter stating what materials are collected for recycling and how they should be set out for collection. It should also state that the materials collected are processed for recycling. That way, you will be sure that all required materials are being recycled in compliance with the law.

Q: My carter tells me I do not need to keep my recyclables separate from my trash because it will be sorted out later. Am I in violation if I follow these instructions?

A: Yes. You are required to keep designated recyclables separate from your trash. If you discard recyclables in the trash (even if you believe they will be sorted out later), you are not in compliance with the law.

Businesses must post signs and provide labeled recycling containers.

Q: Who must post recycling notices in building maintenance areas? What should they say?

A: Whoever contracts with the private carter or recycler (usually the business or building owner) must post signs in maintenance areas where materials are stored for collection, stating which materials to separate, how to store them, and where to place them on the loading dock or street for collection [see sample signs on pages 8-9].

Q: Who must provide written recycling instructions to employees or tenants? What should they say?

A: All businesses, even “Mom and Pop” shops. Individual businesses that contract directly with carters or recyclers must provide written notice to their employees. In multi-tenant buildings, building owners or managers must inform their direct employees and each commercial tenant. Tenants, in turn, must inform their own employees. These memos, flyers, or signs should state what and how to recycle in your location. Keep a copy on file. It is good to reissue notices periodically as a reminder.

Q: How do we set up our recycling program?

A: Each business must prominently post signs and provide labeled recycling containers so employees and customers know what and where to recycle. Good places to post recycling notices are copy rooms, mail rooms, and pantries. Placing recycling containers next to trash bins will reduce recyclables being discarded in the trash and trash being discarded in the recycling.





FAQS (CONTINUED)

Q: Who is responsible for keeping designated recyclables separate from garbage?

A: Each business – whether a stand-alone store or restaurant, manufacturer, building owner, or office building tenant – is responsible for source-separating designated recyclables in its own workplace, as they are discarded. Whoever contracts with the carter is responsible for keeping recyclables separate from trash as it is brought to the maintenance area. For example, building owners in multi-tenant buildings must make sure housekeeping services collect recyclables separately from regular garbage while they are moving trash through the building.

Q: I have a food and beverage service establishment. Do my customers have to recycle, too?

A: All food and beverage services (including office building cafeterias) must recycle cans, bottles, jars, jugs, and foil from the kitchen and service areas. If your customers routinely clear their own tables, you must provide clearly labeled recycling containers where they can place recyclable bottles, cans, and foil containers.

Keep your recyclables separate from garbage.

Q: Do my customers have to recycle if I am not a food or beverage business?

A: In any business where customers or clients regularly discard designated recyclables, you must provide a way for them to recycle. Post notices and place labeled recycling containers near trash bins in customer areas, same as for your employees. For example, in a copy shop where clients commonly throw away white paper, they must have access to recycling bins.

Q: What else can we recycle or reuse?

A: Ask your building manager or private carter. Many carters accept additional grades of paper, such as junk mail and smooth cardboard. Check out www.nyc.gov/wasteless/vendors to find private vendors who recycle toner cartridges, wood pallets, furniture, computers, fluorescent lamps, or other materials you may generate in large quantity. Visit NY WasteMatch (www.wastematch.org) for assistance in donating or selling your unwanted, used, or surplus items.

Q: What if I am a tenant in a commercial building that manages its waste collectively, but is not recycling?

A: You, as a business, are required to provide recycling containers for your employees, and to keep your recyclables separate from your trash. Your building is required to keep recyclables separate for collection. If you believe that your building is not recycling, contact Sanitation by calling 311 or via www.nyc.gov/wasteless.



ALL NEW YORK CITY BUSINESSES MUST RECYCLE



FAQS (CONTINUED)

Q: What other items must I recycle or dispose of separately from my trash?

A: Businesses cannot dispose of universal or hazardous wastes in their trash. These include commonly used items, such as fluorescent bulbs and computers. Visit www.nyc.gov/wasteless for more info on how to recycle or safely dispose of these items.

Q: I have a retail establishment. Do I have to collect any materials from my customers?

A: New York City and State have various “take back” laws that require businesses to accept items such as rechargeable batteries, plastic bags, motor oil, and auto batteries from customers. Whether retailers must accept these items depends on retailer type, size, and products sold. Visit Take it Back NYC (www.nyc.gov/wasteless/takeback) for info on what you may have to accept, and how you can recycle or safely dispose of these items.

ALL NEW YORK CITY BUSINESSES MUST RECYCLE

FOR MORE INFORMATION

NYC WasteLess

New York City's one-stop resource for recycling, waste prevention, and composting managed by Sanitation's Bureau of Waste Prevention, Reuse and Recycling (BWPRR).

www.nyc.gov/wasteless

New York WasteMatch

A free program managed by BWPRR that facilitates the exchange of unwanted, surplus, or used items from business to other entities.

www.wastematch.org

NYC Stuff Exchange

A quick and simple online tool managed by BWPRR to help New Yorkers find out where to donate, buy, or sell gently used goods in NYC.

www.nyc.gov/stuffexchange

Materials for the Arts

A City-funded program that accepts donations for redistribution to NYC public schools and nonprofit cultural and arts organizations.

www.mfta.org

NYC 311

311 is NYC's phone number and online resource for government information and non-emergency services.

call 311

www.nyc.gov/311



ALL NEW YORK CITY BUSINESSES MUST RECYCLE



Bureau of Waste Prevention,
Reuse and Recycling
NYC Dept. of Sanitation
P.O. Box 156
Bowling Green Station
New York, NY 10274-0156

For more information:
call 311
www.nyc.gov/wasteless

DON'T LITTER.



 Printed on recycled paper, of course.

6.09