

**Hills Plaza  
Recycling &  
Waste Reduction Guide**



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## **The Benefits Of Recycling**

Americans throw away enough office and writing paper each year to build a wall 12-feet high stretching from New York City to Los Angeles. If all that paper were actually recycled, 100 million tons of wood could be saved each year.

Per year, the average American now uses enough energy to release into the atmosphere about 50,000 pounds of carbon dioxide, the major contributor to global warming. People in the U.S. throw away enough aluminum every three months to rebuild our entire commercial air fleet. Aluminum takes 500 years to break down, but recycling one aluminum can saves enough electricity to run a TV for three hours. Every day, Americans churn out 3.5 pounds of garbage. If lined up bumper to bumper, a string of garbage trucks hauling the nation's daily waste could reach halfway to the moon.

### **Recycling helps:**

- ❖ **Save Energy** - Using energy requires the consumption of non-renewable fossil fuels and contributes to air and water pollution. Manufacturing goods from recycled material uses less energy than making those items from raw materials. For example, recycling aluminum takes only 5% of the energy needed to manufacture it from raw material. Overall, recycling saves enough energy each year to provide heat and light for 400,000 homes.
  
- ❖ **Reduce Greenhouse Gas Emissions in Three Ways**
  1. Reduce emissions from energy consumption. As stated above, manufacturing from recycled materials requires less energy. When less energy is used, fewer fossil fuels are burned and less carbon dioxide is released into the atmosphere.
  2. Reduce methane emissions from landfills. By diverting organic materials from landfills, we reduce the methane released when these materials decompose.
  3. Increase storage of carbon in trees. Trees absorb carbon dioxide from the atmosphere and store it in wood. Waste prevention and recycling of paper products allow more trees to remain standing in the forest, which helps air quality.
  
- ❖ **Reduce Emissions of Air and Water Pollutants** - Manufacturing products using virgin materials and disposing of wastes produces 27 different types of pollutants. The recycling process produces these pollutants in smaller quantities.
  
- ❖ **Conserve Natural Resources** - Recycling reduces the size of and need for landfills, allowing land to be used in more environmentally preferable ways. In addition, by substituting scrap materials for the use of lumber, metal ores, minerals, oil, and other natural resources, recycling reduces the pressure to expand forestry and mining production.

## **The Basics of Recycling in your Workplace...**

Most recycling programs in San Francisco office buildings consist of collecting recyclable materials such as office papers, cardboard, glass and aluminum and disposing them into the recycling bins at a loading dock or garbage pick-up area. San Francisco is one a very few cities that also provides recycling of biodegradable waste (compost).

Any office trash containing non-biodegradable plastics are considered non-recyclable.

## **You and our Janitors....**

The recycling effort begins with the office occupants who take part in the program. Each person uses two trash containers, one for recyclables and the other for non-recyclables. Janitorial personnel circulate the building also using two containers or a divided container, to extract and keep the materials separate.

Janitors take the trash containers to the garbage pick-up area where they are responsible for placing the recyclable and non-recyclable trash in their appropriate compactors/containers. Usually these are color coded: For example, blue containers are used for the collection of recyclable trash, black for the non-recyclable trash and green for composting.

## **Recycling and LEED Certification**

Our recycling efforts count for LEED credit. If you are embarking on a LEED or other green business accreditation program please contact the Hills Plaza Management office for additional information, 415.777.3345.

## **Hills Plaza Recycling Program**

As you can imagine collecting recyclables & trash for 1,500 + occupants can be quite a challenge to manage. In order to keep the program easy for occupants as well as janitors we will be using a consistent receptacle system as shown below.

### **Waste and Recycling Receptacles**

- **Private offices and cubicles:**

- Desk side blue recycling can – unlined  
- Paper, cardboard, bottles, cans
- Desk side black mini trash caddy – lined  
- Food containers, coffee lids, straws, tissue, plastic bags, Styrofoam  
(we will use the black caddy only)



- **Conference rooms:**

- Medium sized blue recycling Slim Jim - unlined
- Medium sized black trash can Slim Jim - lined



- **Copy rooms and file rooms:**

- Medium sized blue recycling Slim Jim - unlined

- **Kitchens and break rooms:**

- Medium sized blue recycling Slim Jim – unlined
- Medium sized black trash Slim Jim - lined

**What can and can't be recycled in all of the [Blue Recycle Bins](#)?**

***YES - Paper Items***

Cardboard - Corrugated  
Cereal boxes - without lining  
Computer & ledger paper  
Egg cartons - paper only  
Envelopes - windows okay  
Junk mail & brochures  
Magazines  
Newspapers  
Phone books  
Wrapping paper

***YES - Bottles and Cans***

Aluminum cans  
Aluminum foil  
Glass bottles & jars  
Plastic bottles - (*#1 through #7 - Flattened*)  
Plastic tubs and lids - (*#2, #4 & #5*)  
Spray cans - *Must be Empty!*  
Steel (tin) cans

***NO - These items are trash and belong in the black bins or caddies:***

Food containers  
Straws  
Tissue  
Ceramic dishes or cups  
Coat hangers  
Juice boxes  
Light bulbs  
Liquids  
Mirrors  
Plastic bags  
Styrofoam  
Waxed Cardboard  
Window Glass

**Liners**

Plastic liners are not considered a recyclable material. Help us reduce the amount of plastic liners we use and encourage your occupants to empty bottles, cans and cups before tossing into the unlined blue recycle bins.

## **Waste Prevention Tips**

- ❖ Make double-sided copies whenever possible. This saves paper, file space, storage space and money.
- ❖ E-mail memos, reports, and other correspondence and only print if necessary.
- ❖ Route or post memos, reports, and other correspondence.
- ❖ Reuse the back of unwanted paper in your printer for draft copies, or cut it in quarters and make scratch paper.
- ❖ Reuse large envelopes by placing a label over the old address (write on them "Reused to Reduce Waste").
- ❖ Reuse file folders and other office supplies or donate them to local schools.
- ❖ Reduce the number of magazine subscriptions by routing magazines. When finished reading them, donate them to local hospitals or nursing homes.
- ❖ Bring your own mug when buying coffee. Bringing your own cup to local coffee houses can save you an average of \$36.00 a year.
- ❖ Use rechargeable batteries. You can save approximately \$200 annually using them in a compact disc player used two hours a day.
- ❖ Use reusable plates, mugs, and cutlery - avoid disposable.
- ❖ Reduce unwanted mail. Write to: Mail Preference Services, c/o Direct Marketing Association, P.O. Box 9008, Farmingdale, NY 11735-9008 or contact mail senders and request your name be eliminated from their list or write "Refused - Return to Sender" on first class mail. Take your name off of dozens of mailing lists.
- ❖ Bring your own bag when you go shopping or just say "no" to bags whenever possible.
- ❖ Buy products that are made with recycled materials to close the recycling loop. (Look for paper products that contain post-consumer content.)

## **Other Sources**

The companies and organizations listed below are locally based resources to help assist in your waste reduction goals. Most of these organizations have links to other waste reduction resources.

[www.sfenvironment.org](http://www.sfenvironment.org)



### **SF Environment**

SF Environment's mission is to improve, enhance, and preserve the environment, and to promote San Francisco's long-term wellbeing by developing innovative, practical and wide-reaching environmental programs in recycling, toxics reduction, environmental justice, energy efficiency, commute alternatives, and urban forest.

As a city agency, SF Environment fosters groundbreaking legislation, and educates the public by providing comprehensive and accessible information on a variety of practices, which serve as models for other cities and countries.

SF Environment makes it easy for everyone in San Francisco to take care of their environment, and ultimately, the planet.

[www.goldengatedisposal.com](http://www.goldengatedisposal.com)

### **Golden Gate Disposal & Recycling**

Golden Gate Disposal has been recognized as a company that strives to reduce, reuse, recycle and buy recycle-content products as part of their environmentally preferable business practices.

If you would like to learn how to recycle and reduce waste at your workplace, call Golden Gate Disposal at (415) 626-4000.

[www.epa.gov](http://www.epa.gov)



### **Environmental Protection Agency**

[www.dtsc.ca.gov](http://www.dtsc.ca.gov)

### **Department of Toxic Substances Control**

The Mission of the Department of Toxic Substances Control is to provide the highest level of safety, and to protect public health and the environment from toxic harm.



[www.recyclemyjunk.com](http://www.recyclemyjunk.com)

### **Recycle My Junk**

RecycleMyJunk.com is a low cost hauling and clean up service that is offered to residential, multi-family and commercial customers in the City and County of San Francisco. Customers pay for their RecycleMyJunk.com pickup at the time of collection with either check or credit card. Account holders can have RecycleMyJunk.com charges applied to their garbage bill.

[www.usgbc.com](http://www.usgbc.com)



### **U.S. Green Building Council**

The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ encourages and accelerates global adoption of sustainable green building and development practices through the creation and implementation of universally understood and accepted tools and performance criteria.

[www.zerowaste.ca.gov](http://www.zerowaste.ca.gov)

### **California Integrated Waste Management Board**

At the California Integrated Waste Management Board (CIWMB), we now embrace the idea of a zero waste California as we promote the goals of market development, recycled product procurement; provide recycled purchase opportunities through our [RecycleStore](#), and continue to research new and sustainable technologies.

[www.ewastesf.com](http://www.ewastesf.com)

### **Ewastesf**

Ewastesf helps individuals and organizations recycle electronics responsibly. Ewastesf provides convenient, affordable and responsible solutions that make it easy for everyone to do their part to help save the environment from harmful electronic waste. At Ewastesf, we want to make recycling electronics so easy that you'll make it a part of your everyday routine. For our part, we'll be working with the most trusted recyclers and environmentally committed partners to ensure that the electronics you place in our hands will be stewarded to their safest disposal.

[www.ableserve.com](http://www.ableserve.com)



This recycling program is presented in partnership between Hills Plaza and Able Janitorial Services