

All State agencies, departments and offices, as mandated by Public Resources Code section 42921–42928, are to reduce the amount of waste discarded by 50 percent by January 2004 and maintain 50 percent diversion thereafter. To assist State agencies, the California Integrated Waste Management Board (CIWMB) has a comprehensive program that helps establish in-house waste reduction, reuse, and recycling programs at your facilities. CIWMB staff can provide recycling containers, education materials, an employee orientation session, and assistance in locating brokers to pick up recyclables. The first priority of this program is to recycle 50 percent of the waste; therefore, any material that has a market value and is generated in sufficient quantity can be recycled.

# WHY RECYCLE



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# PROJECT RECYCLE

The State of California's Recycling Program



# WHITE PAPER

## RECYCLING IS A PRIORITY

### RECYCLABLE AS WHITE OFFICE PAPER

- White copier paper.
- Computer printouts.
- White stationery and forms.
- White tablet sheets (without gum or backing).
- White bond paper bound only with staples.
- White letter-size envelopes (without windows).
- White typing paper.
- White bond adding machine tape.

### NOT RECYCLABLE AS WHITE OFFICE PAPER

- Press-apply adhesives, cellophane tape, self-adhesive labels, post-its.
- Carbon paper, colored paper.
- Envelopes with plastic windows.
- Magazines, slick paper, newsprint.
- Paper ream covers.
- Photographic or blueprint paper.
- Thermal fax paper.
- Bound publications (covers must be removed in order to recycle).
- White office paper bound with string or rubber bands.

## what can you do?

### ■ REDUCE

Think in terms of waste reduction (reducing waste at its source—YOU) and do what you can to eliminate wasteful habits. Promote waste prevention in your office, encouraging other employees to adopt a waste prevention attitude. For example:

- Avoid using disposable office supplies.
- Make two-sided photocopies rather than single-sided, when feasible.
- Use the back side of waste paper for scratch paper.
- Use wall or electronic bulletin boards, or route memos instead of duplicating copies for everyone.
- Remove your name from junk mail lists.
- Reduce duplicate magazine subscriptions.
- Use a glass or ceramic mug instead of a disposable cup.

### ■ REUSE

Before throwing anything away, ask yourself if the material could be reused or used for another purpose. For example:

- Obsolete equipment in one department may be useful in another. Before disposing of equipment, send a completed Property Survey Report, STD 152, to the Department of General Services, Property Reutilization Unit.
- Set up a reuse area where employees can take office supplies that other employees could use, such as binders, folders, hole punches, and file trays.

### ■ RECYCLE

Besides recycling all white office paper you generate at work, also consider recycling the other items listed below.

## OTHER RECYCLABLES

### BEVERAGE CONTAINERS

- Place glass bottles, aluminum cans, and plastic bottles in separate containers where employees gather for breaks or meals.

### NEWSPAPERS

- Contact your coordinator for recycling instructions.

### CORRUGATED CARDBOARD

- Empty and flatten boxes; your recycling coordinator will provide additional instructions.

### LASER TONER AND INKJET CARTRIDGES

- For information on recycling spent laser toner and inkjet cartridges, access: [www.ciwmb.ca.gov/StateAgency/Recycling/Contracts](http://www.ciwmb.ca.gov/StateAgency/Recycling/Contracts).

