



SAMPLE New Program/Employee Orientation

*** YOUR Agency
Office Recycling Program**
* Location

WHY RECYCLE?

- Conserves natural resources and protects the environment. Every ton of recycled paper requires 7,000 fewer gallons of water than making paper from raw materials; keeps almost 60 pounds of air pollutants out of Ohio's air; saves 462 gallons of oil; and saves more than three cubic yards of landfill space.
- May reduce waste disposal costs and, for large volumes, may generate revenue.

HOW DOES THE PROGRAM WORK?

Employees save recyclable paper at their work area in a personal recycling box. At their convenience, they empty the box into larger recycling containers located within the work area.

Containers may also be located next to printers and copiers. If smaller containers are used at these locations, volunteer or designated employees will be required to empty them.

Employees may contact their recycling representative or recycling coordinator with questions or special needs (e.g. records purge).



**A program of the
Ohio Department of Natural Resources**

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The Recycling Representatives monitor and promote the program in their work area. They answer questions, pass along information received from the coordinator and give new employees program materials. They alert the coordinator if containers are full before the scheduled pick-up or if they become aware of any problems.

The Program Coordinator oversees the program, interacts with the recycling service provider, maintains records on volumes recycled and provides information and materials to the representatives.

The Recycling Service Provider picks up the recyclable materials from the designated location(s) in accordance with the agreement between the facility and the organization and transports them to the recycling facility.

WHAT OFFICE MATERIALS WILL BE RECYCLED?

White Office Paper: White letterhead, copier, computer, note or typing paper; any other white paper, index cards or adding machine and calculator tapes. (Envelopes, self-stick adhesive, carbonless or coated papers: reinforced fiber, paper bags, newspaper, magazines, thermal calculator tape, blueprints, photographs or glossy fax paper are excluded.)

Mixed Office Paper: Carbonless paper, post-it notes, colored ledger, other bond papers, envelopes, manila file folders, etc. (Paper ream coverings are excluded; they have adhesive and special coatings.)

Newspapers and Magazines

Aluminum Cans: (Donated discards placed in Recycle, Ohio! containers)

Corrugated Cardboard: Broken down or flattened.

(Additional materials are recycled depending on agency operations, i.e. plastic, bi-metal cans, scrap metal, food waste, etc.)

Do not place these items in recycling containers: paper/binder clips, rubber bands, paper towels, ream wrappers, tyvek envelopes, hanging file folders, tape, wax coated papers, glue bound books, carbon paper, blue prints, facial tissues, magazines/catalogs, and drink/food containers. Note: Staples are acceptable.


MAINTAINING THE QUALITY OF RECYCLABLES


Labeled containers for materials collected are located within your facility and/or on your floor. Please place only acceptable items in their specified containers. Improper placement of materials could cause the materials to be landfilled instead of recycled. This would destroy the effectiveness and intent of the established recycling program.

Contamination also reduces the value of the materials to the recycling service provider and may affect their ability to continue to provide contractual service under the terms and conditions of the service agreement.


**Your Cooperation is Essential for the
Recycle, Ohio! Program to Work.**

RECYCLE, OHIO! PROGRAM TEAM CONTACTS

 Your Recycling Coordinator is * _____

 Your Recycling Representative (see posted list to identify contact for your floor)

Your Recycle, Ohio! Program Assistance Contact:

 Larry Cooper, Recycling Programs Coordinator at
614 265-6401