

Business Recycling News

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VOLUME 3

Recycle Your Files For Earth Day!

Clean Your Files Day is April 19th

Are you struggling to sort through overstuffed file drawers? Is your office space becoming ever smaller due to file boxes piling up? Now is your chance to get rid of those old files by recycling them during Gainesville's Second Annual Clean Your Files Day. On Wednesday, April 19th bring all your old files and office paper to one of the Clean Your Files Day drop-off sites and the paper will be recycled free-of-charge.

Clean Your Files Day not only offers workers the opportunity to empty their file drawers and clear up office space, but workers can also make their contribution to Earth Day by recycling old files. Every ton of office paper collected and recycled saves an estimated 17 trees from having to be cut down.

To make the task of recycling easier, two collection sites will be set up from 9am to 4pm on Wednesday, April 19: Central Florida Office Plus downtown (at 10 NW 6th Street)

Clean Your Files Day
April 19, 2000,
9 am - 4 pm
Central Florida Office Plus
(10 NW 6th St.)
& The Oaks Mall
(rear parking lot)

and The Oaks Mall (rear parking lot in back of Burdine's) will be set up for office paper collection. City of Gainesville and Alachua County personnel and volunteers will be on hand to assist with unloading materials. Free promotional materials and gifts will be handed out to participants.

Office workers can purge their workplaces of a wide variety of materials including old files, computer paper, letterhead, folders, carbonless paper and cardboard storage boxes. Sensitive materials should be shredded prior to being brought to the collection sites. Plastic or metal binders should be removed from old files, but paper clips and staples may remain.

Clean Your Files Day is designed to encourage non-recycling businesses to implement recycling programs, increase the quantity of paper locally collected for recycling, promote our local workplace recycling ordinance and increase the demand for recycled-content products.

According to the American Forest & Paper Association, office workers generate more than 12 million tons of waste paper each year. The average office employee generates almost 1.5 pounds of

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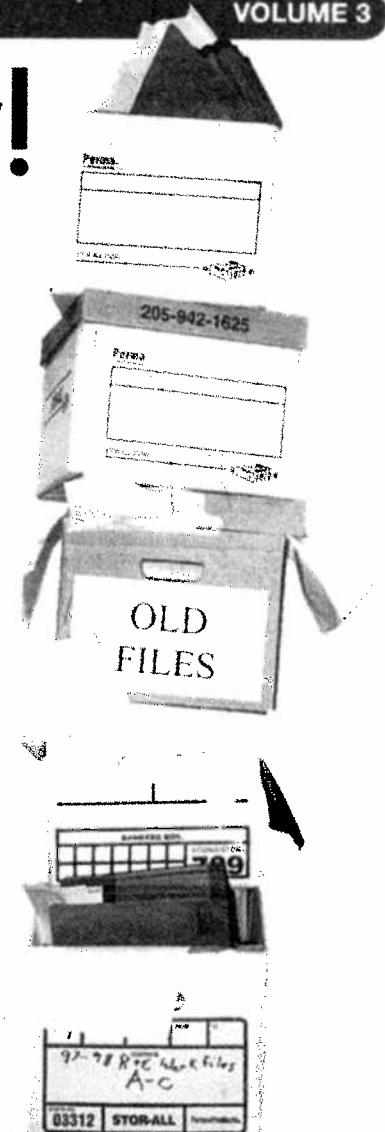
Starting Your Workplace Recycling Program

By establishing a recycling program at your business you will not only be helping to preserve natural resources and reducing pollution, but you will also be saving money by avoiding expensive disposal costs. The City of Gainesville Solid Waste Division's Office of Recycling can assist you in starting up or improving your workplace recycling program. Office of Recycling staff is available to provide your business with information and technical assistance in reducing waste and exploring new recycling opportunities. Please call the Office of Recycling at 334-5041 for help in starting your recycling program.

A first step in starting your recycling program is

understanding the provisions set in the City of Gainesville's Mandatory Recycling Ordinance. Since 1997, commercially collected solid waste customers within the city limits have been required to separate designated recoverable materials and establish recycling programs. Businesses must recycle corrugated cardboard and "white" office paper. Multi-family properties are required to recycle newspapers and aluminum cans. These specific recovered materials were selected due to their steady market demand, but most businesses choose to expand their programs to include other recyclable materials. An exemption to the ordinance

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Important Questions to Ask Your Recycler

If you are just starting a recycling program at work – or even if you've had a recycling program for some time – here are a few important questions to ask when consulting with prospective recyclers, waste paper dealers and haulers:



Recycling hauler collecting office paper from a business.

- What is the minimum amount of paper necessary for businesses to receive collection service?
- Will the recycler come in to service the containers?
- How much will recycling collection service cost?
- What grades of paper will be accepted?
- Will the recycler provide recycling containers?
- Is collection based on a regular schedule or an on-call pickup?
- Will the recycler help to establish our program and do they provide any educational materials?
- What is considered a contaminant by our recycler?
- Do we have to sign a long-term contract?
- Does the paper need to be taken to a central area for collection?
- Where does our paper go to be recycled?
- Does the recycler pay us for the value of the paper collected?

If your business does not produce enough paper for collection service, find out where the nearest drop-off recycling center is located, or join other businesses in the vicinity to consolidate your recyclables. This will make collection less expensive and a more viable venture for recycling service providers.

This issue of the *Business Recycling News* contains a list of recycling service providers and recycling centers. Be sure to explore your options in developing your recycling program. Keep in mind that whether you work in a large or small office, the basic principle in implementing a recycling program is to keep it as simple as possible. For assistance, contact the City of Gainesville's Office of Recycling.

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is available for businesses in which less than 15% of their waste streams are comprised of recovered materials.

After you have chosen the materials you are going to recycle, contact your waste hauler or other recycling collection companies to determine collection service information (Read "Important Questions to Ask Your Recycler" on this page).

Next, review the layout of your workplace and determine the high traffic areas where recycling containers will maximize usage and ease. For example, locate office paper recycling containers near copy machines or aluminum can containers in dining areas. Offices generally find that participation in recycling increases when collection begins at each desk. The City of Gainesville's Office of Recycling can supply your workplace with small desk side boxes, as well as large centralized paper recycling containers for your program. These containers are available at no cost, but only in limited quantities and while supplies last.

Another step to establishing a recycling program is to ensure commitment from the corporate office and local management. Also, appointing a recycling coordinator for your operation or forming a recycling committee can significantly help in planning and adjusting your recycling program. Promoting and explaining your recycling program to all employees is critical to its success. The City of Gainesville can provide you with a variety of free informational materials to assist in the development of your business's recycling program.

A waste assessment is another step you can take to gain a better

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understanding of the types and amounts of waste your business generates. Waste assessment is a complementary service of the City of Gainesville and consists of an on-site examination of your company's waste stream. After conducting the waste assessment, Solid Waste Division personnel will make recommendations by which your business



The City of Gainesville offers free desk-side recycling bins.

Starting Your Workplace Recycling Program

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can save money through waste prevention methods or establishing a recycling program. To receive a free waste assessment, please call the Office of Recycling at 334-5041.

By establishing and maintaining a recycling program, your business will be in compliance with the City of Gainesville ordinance and will help the community meet recycling goals. Recycling is clearly a simple and wise alternative to sending heaps of garbage away to be landfilled, especially with easily recyclable materials such as paper, cardboard, aluminum, glass and plastic.



Look for this symbol when purchasing office supplies and other products. **"If you're not buying recycled products, you're not really recycling."**



Bales of office paper ready to be sent to the paper recycling mill.

Who Picks Up Recyclables From Businesses?

Below is a list of companies that provide various recycling collection services in the Gainesville area:

Office Paper and Cardboard Collection Service

Big Red Waste, Inc.	462-6345
Boone Waste Management	377-0800
Southland Waste Systems	904-731-2456
Recycling Services of America	379-5797
Tachachale	955-5506

Office Paper Shredding Collection & Service

Confidential Shredding, Inc.	352-402-9955
Shred-it	1-800-69-SHRED

Newspaper, Metal Cans, Plastic & Glass

Big Red Waste	462-6345
Boone Waste Management	377-0800
Southland Waste Systems	904-731-2456

Scrap Metal

Sun State Recycling	375-0224
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Fluorescent Lamps

City Electric Supply	372-5020
Fluorescent Lamp Recycling	371-8484

Wood Pallets

A & M Pallets	904-486-3762
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Laser/Jet Ink Printer Cartridges

Ace Cartridge Exchange	335-1122
Cartridge Source of America, Inc.	1-888-319-2500

Where Can I Take My Recyclables?

Below is a list of drop-off sites and recycling centers in the Gainesville area:

Office Paper and Cardboard

Boone Waste Management	5002 SW 41st Blvd. (Open 24 hours)
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Recycling Services of America	3001-D NE 21st Way
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Newspaper, Metal Cans, Plastic & Glass

Boone Waste Management	5002 SW 41st Blvd. (Open 24 hours)
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Aluminum Cans and Scrap Metal

Sun State Recycling	1508 NW 55th Pl.
Wise Recycling	817 NE Waldo Rd.

Fluorescent Lamps

City Electric Supply	2411 NW 17th Ter.
Hazardous Waste Collection Center	5125 NE 63rd Ave.

Building, Construction and Wood Materials

Re-User Building Products	622 SE 2nd St.
Wood Resource Recovery	10606 Hwy. 121 North

Clothing, Computer Equipment & Cardboard

Cherry Tree Recycling	1308-C S Main St.
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Packing Foam "Peanuts"

Phone 1-800-828-2214 for the nearest collection location.

Rechargeable Ni-Cd Batteries

Phone 1-800-8-BATTERY for the nearest collection location.

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office paper waste per day, and between 40 to 70 percent of an office's waste stream is comprised of recyclable paper. Throwing away this paper is throwing away a valuable natural resource. Used paper can easily be recycled into new paper products such as copy paper, paper towels, napkins and note pads.

Last year Gainesville offices and residents contributed over 19,000 pounds of paper for recycling during Clean Your Files Day. Nationally, the event resulted in the collection of more than 900 tons of paper for recycling in over 120 cities.

Clean Your Files Day is promoted by Recycling at Work, a campaign of the National Office Paper Recycling Project, a public-private partnership organized by the U.S. Conference of Mayors. Local sponsors of Clean Your Files Day include the City of Gainesville Solid Waste Division, Alachua County Waste Management Division, Central Florida Office Plus, The Oaks Mall, Recycling Services of America, Boone Waste Management, Recycling USA, Keep Alachua County Beautiful and the U.S. Postal Service.



Recycle Fluorescent Tubes

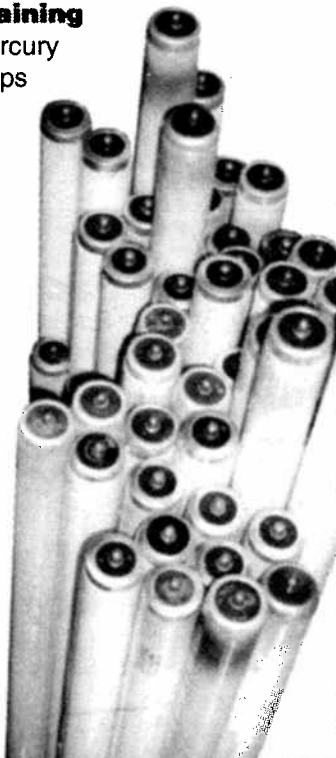
Did you know that the average fluorescent lamp tube contains 41 milligrams of mercury? That is enough mercury to pollute over 400,000 gallons of drinking water. When discarded, fluorescent lamps break releasing mercury into the air and soil. The mercury can then end up in surface or ground water and work its way into our food chain. If fluorescent tubes are handled properly, we can prevent the release of mercury into the environment and reduce our potential exposure to this toxic element. Here are three easy steps you can take to reduce the amount of mercury entering the solid waste stream:

1 Recycle Fluorescent Tubes Contact local companies that can recycle fluorescent tubes collected at your business. City Electric Supply (372-5020) and Fluorescent Lamp Recycling (371-8484) both provide lamp recycling services in Gainesville. Also, businesses can take unbroken fluorescent tubes to the new Hazardous Waste Collection Center (334-0440). A recycling fee is usually charged by the collector.

2 Purchase new low-mercury containing fluorescent lamps. The new low-mercury tubes can be identified by green metal tips on their ends. Ask your supplier to offer these new green-tipped fluorescent lamps. Emphasize your commitment to the environment and willingness to investigate other vendors who will be able to supply what you want.

3 Spread the word. Let other employees and businesses know that fluorescent lamp tubes should be recycled and not tossed in with the trash. With everyone working together, the danger of mercury entering our environment can be significantly reduced and even eliminated.

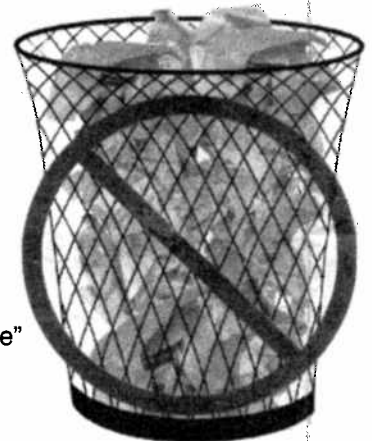
For information on recycling fluorescent tubes from your home, please call the Alachua County Environmental Protection Department (334-0440) or Alachua County Office of Waste Collection (338-3233).



Waste Prevention for the Worker's Soul

Producing less waste makes good business sense. By cutting down on the amount of waste your business generates, you can often save money, increase productivity, improve employee morale, attract customers and help protect the environment. Here are a few simple waste prevention methods you can institute in your workplace:

- Make double-sided copies whenever possible.
- Use the blank side of scrap paper and old letterhead for notes and messages.
- Proof documents on screen several times before making printouts.
- Order refillable pens, pencils, and tape dispensers.
- Reuse envelopes for "intra-office" mail.
- Use shredded paper packaging material on outgoing parcels.
- Make fewer copies of reports and use smaller fonts to save paper.
- Drink out of a reusable mug or cup instead of using several disposal containers.
- Circulate memos and reports rather than making multiple copies.
- Buy supplies in bulk to reduce excess packaging.



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