

RECYCLING SELF-AUDIT FOR BUSINESSES

Internal Recycling

1. **Do you have paper recycling containers at the following locations?**
 - Next to printers and copier machines? (Y/N)
 - In the conference room, lobby, and hallways? (Y/N)
 - Next to the shredder bin? (Y/N)
 - In the mail room? (Y/N)
 - Near offices and cubicles? (Y/N)
 - Under desks? (Y/N)
2. **Do you have recycling containers for metal cans, glass and plastic jars, and bottles at the following locations?**
 - In the lunch room and/or break room? (Y/N)
 - In the kitchen? (Y/N)
 - In the locker room or where employees store personal belongings? (Y/N)
3. **Are the recycling containers clearly labeled?** (Y/N) English () Spanish () Symbols ()
***Hint: Call 2-1-1 to request labels or visit: <http://www.recyclelogos.org> to make your own.*
4. **Are the recycling containers next to the garbage containers?** (Y/N)
***Hint: Placing containers for recyclables next to containers for garbage improves cooperation and prevents the mixing of garbage with recyclables.*
5. **Are employees instructed on proper recycling practices?** (Y/N)
 - Signs posted near collection bins and on bulletin boards? (Y/N)
 - Reminder e-mails sent as needed? (Y/N)
6. **Are fluorescent bulbs collected for recycling?** (Y/N)
7. **Are electronics collected for recycling?** (Y/N)
8. **Are bulk metals, motor oil, or vehicle batteries collected for recycling (if applicable)?** (Y/N)
Bulk metals include large fixtures, appliances, and white goods such as washing machines or refrigerators.

Waste Reduction

9. **Are employees encouraged to reuse supplies? Is there an area in the supply closet to store used and reusable folders, divider tabs, and misc. supplies?** (Y/N)
***Hint: Order additional labels and tab inserts to encourage reuse of folders and subject dividers.*
10. **Are printers and copiers set to automatically print double-sided?** (Y/N)
11. **Do you collect boxes and packing material to package outgoing mail?** (Y/N)

External Garbage and Recycling Containers

1. **Does your business have separate, clearly labeled, external containers for garbage, paper, and commingled materials? (Y/N) Are the containers large enough to store all the recyclables your office generates between pick-up dates? (Y/N)**
 - **Garbage:** Is the bin labeled? (Y/N) English () Spanish ()
 - **Paper:** Is the bin labeled? (Y/N) English () Spanish ()
Office paper, newspaper, and flattened cardboard (corrugated and grey)
 - **Commingled:** Is the bin labeled? (Y/N) English () Spanish ()
Glass, metal, and plastics coded 1 or 2 – including cans, jars, bottles, and food and beverage containers

2. **Does your hauler collect garbage and recyclables separately? (Y/N)**
 - If not, does your hauler bring commingled garbage and recyclables to a facility that separates these materials? (Y/N)

3. **Are garbage and recyclables transferred to external containers by building staff or a private cleaning crew? (Y/N)**
 - If yes, have you confirmed that recyclable materials remain separate from garbage during collection and transfer to external containers? (Y/N)
 - Have you discussed with your hauler how to prepare recyclables for collection and communicated this policy with building staff and/or the cleaning crew? (Y/N)

Helpful Hints:

- * Programs are most successful when recycling bins are accessible to employees and conveniently located next to garbage containers.
- * Double-sided printing and copies saves paper and money. Printers may be configured to default to this setting.
- * Setting aside a place in the supply closet to collect reusable items will reduce waste and save money.
- * Confirming that source separated recyclables are handled properly by building staff, cleaning crews, and haulers is imperative to achieving optimal results.
- * Some items (such as fluorescent bulbs, electronics, cell phones, Freon containing appliances, and rechargeable batteries) require special handling. Visit: www.westchestergov.com/recycling to learn more.