

RECYCLING SELF-AUDIT FOR MUNICIPAL FACILITIES

Facility:

External Garbage and Recycling Containers

1. Does the facility have separate external containers for the collection of the following materials:

Garbage container(s) (Y/N) _____ Clearly labeled (Y/N) _____ English () Spanish ()

Paper container(s) (*newspaper, magazines, non-wax-coated corrugated cardboard, and high-grade paper including letterhead, computer and copier paper*)

(Y/N) _____ Clearly labeled (Y/N) _____ English () Spanish ()

Commingled recyclables container(s) (*glass and metal food and beverage containers, and plastics coded 1 or 2 on the bottom*)

(Y/N) _____ Clearly labeled (Y/N) _____ English () Spanish ()

2. Does your municipality provide for the collection of the facility's garbage and recyclables or is the facility services by a private hauler? _____

If the facility is services by a private hauler, does the private hauler provide for separate collection of garbage and recyclables? (Y/N) _____

If not, does the private hauler bring commingled garbage and recyclables to a facility that separates these materials? (Y/N) _____

Does the facility collect recyclables in clear or blue bags to help facilitate the separation of materials that must be recycled? (Y/N) _____

3. Are garbage and recyclables transferred to external containers by municipal employees or by building staff / private cleaning crew? _____

If by building staff / private cleaning crew, have you confirmed that recyclable materials remain separate from garbage during collection and transfer to external containers? (Y/N) _____

Internal Recycling

1. **Workspace Profile**

Please note whether the facility has the recommended recycling containers at the following specified locations:

Copier machine(s) (Y/N) _____ paper recyclables container(s) _____

Shredder(s) (Y/N) _____ paper recyclables container(s) _____

Mail room (Y/N) _____ paper recyclables container(s) _____

Lunch/Break Room(s) (Y/N) _____
AND commingled recyclables container(s) _____

Conference Room(s) (Y/N) _____
AND commingled recyclables container(s) _____

Private offices (Y/N) _____ paper recyclables container(s) _____

Cubicles (Y/N) _____ paper recyclables container(s) _____

2. **Are recycling containers clearly labeled? (Y/N)** _____ English () Spanish ()
3. **Are ink and toner cartridges collected for recycling? (Y/N)** _____
4. **Are fluorescent bulbs collected for recycling? (Y/N)** _____
5. **Are electronics components collected for recycling? (Y/N)** _____
6. **Does the facility dispose of bulk metals (*large metal fixtures and appliances, including white goods such as washing machines, refrigerators, etc.*)? (Y/N)** _____
If yes, are these bulk metals collected for recycling? (Y/N) _____
7. **Does the facility dispose of used motor oil? (Y/N)** _____
If yes, is the motor oil collected for recycling? (Y/N) _____
8. **Does the facility dispose of vehicle batteries? (Y/N)** _____
If yes, are the vehicle batteries collected for recycling? (Y/N) _____
9. **Are employees instructed on proper recycling practices? (Y/N)** _____
10. **Are recycling rules conspicuously posted? (Y/N)** _____
11. **Are any recyclable materials re-used on-site? (ex. use of out-dated letterhead for scrap paper) (Y/N)** _____