Everyone in Connecticut is required to recycle -- individuals, businesses, schools, and government – it’s the law. Recycling reduces trash disposal costs, saves energy, and reduces greenhouse gas emissions.

Below are some steps your Agency can take to start or improve a recycling program. Starting a Green Team at your agency is the best way to make change and keep the momentum going.

### Recycle Right

<table>
<thead>
<tr>
<th>CT Mandated Recyclables Found in Office Buildings</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Plastic containers PET &amp; HDPE (#1 &amp; #2)</td>
</tr>
<tr>
<td>- Corrugated cardboard &amp; boxboard</td>
</tr>
<tr>
<td>- Glass &amp; metal food &amp; beverage containers</td>
</tr>
<tr>
<td>- Newspapers &amp; magazines</td>
</tr>
<tr>
<td>- High grade white &amp; colored office paper</td>
</tr>
<tr>
<td>- Ni-Cd rechargeable &amp; lead-acid storage batteries</td>
</tr>
</tbody>
</table>

For a full list, go to [www.ct.gov/recycle](http://www.ct.gov/recycle)

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**Ask your building manager about current services provided by waste/recycling hauler.** Most agencies collect recyclables in one bin, known as single stream, that are then sorted at the recycling facility. Make sure the loading dock can accommodate pickup of recyclables.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Work with your building manager and agency’s Support Services to ensure they have arranged for recycling services for all the mandated items (see box above).** Building manager should communicate to cleaning staff where recyclables and trash are to be collected for the building.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Get everyone on board - including your Commissioner.** It is important for employees to be encouraged to recycle from top management.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Set up boldly marked containers for recycling with signs that specify the appropriate recyclable materials.** Place recycling bins next to trash bins in easily accessible common areas so sorting is easy, including areas that the public would pass through (near elevators, conference rooms, etc.)

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Each employee should have a desk recycling container which is bigger than their workspace trash container since more of what is generated in an office is recyclable.** Before buying new, consider repurposing the containers you have by using bold signage or check CT DAS Surplus or the Reuse Marketplace for used containers.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Find out what recyclables are in the trash by looking in break room and office trash containers.** Target educational efforts based on your findings.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed

**Regularly educate and remind employees to recycle (e.g., email from commissioner, lunch and learn or presentation by green team, break room and conference room signs, and intranet announcement).** Include this information at new employee orientation and give to seasonal workers.

- [ ] No Action Needed
- [ ] In Progress
- [ ] Completed
Next Steps

- Regularly check if recyclables end up in the trash. Are bins in the best locations for easy access? Is signage adequate?
- If you are in a building that is shared by other Agencies, work with building manager to get everyone included in the program.
- Ask cleaning staff that pick up recyclables to record numbers of containers that are paper, bottles and cans, cardboard. Ask your hauler for reports.
- Share your success; let employees know how the program is going.

Going Above and Beyond

- Recycle additional items like printer/toner cartridges, Tyvek envelopes, batteries, CDs and cell phones.
- Reduce paper waste by setting defaults on copiers and printers to double-sided and remind employees to avoid printing e-mails and documents.
- Encourage the use of reusable coffee mugs, dishes, and lunch bags.
- Have a place where employees can bring unwanted office supplies for others to use. See DEEP’s How to Start a Resupply Center checklist.

This checklist can be found on the DEEP website at:

For more information, contact the DEEP Recycling Office at (860) 424-3366 or visit www.ct.gov/dep/recycle