BUSINESS RECYCLING TOOLKIT – GLASS NOT ACCEPTED

Set up your workplace and your employees for recycling success. Download these Recycle Right resources at wm.com/recycleright. Acceptable materials may differ based on local or state regulations or municipal contracts. The resources in this toolkit are for recycling programs where glass is not accepted. *(If your recycling program does recycle glass, download our **Business Recycling Toolkit (Glass Accepted)**. (Download)*

1. LABEL ALL CONTAINERS

Labeling internal and external recycling and trash containers is one of the best ways to prevent contamination. Always place trash and recycling containers side by side as a set.

Download or call your Sales rep for recycling decals for your external containers.

Recycling Bin Decal
(Glass Not Accepted) *(Download)*

Recycling Cart Decal
(Glass Not Accepted) *(Download)*

Label internal containers so employees are clear what materials are acceptable to recycle. Download and print Trash, Recycling and Organics labels (for businesses that recycle food) for your internal containers.

Trash Bin Label
(Food Waste Accepted)
(Download)

Trash Bin Label (Food Waste Not Accepted)
(Download)

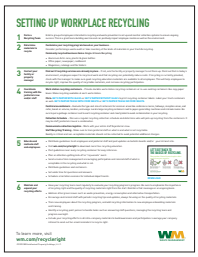
Recycling Bin Label
(Glass Not Accepted)
(Download)

Organics Bin Label
(Download)

2. RECYCLING EDUCATION

Remind employees how easy it is to Recycle Right at work and at home with our video posters and brochure. Use the Set Up Workplace Recycling guide to get everyone on board.

- **Setting up Workplace Recycling** - A simple list of everything you need to set up a successful recycling system in six simple steps. *(Download)*
- **Recycling at Work Video** – An overview of what is and isn't recyclable, with additional tips to set up your recycling systems. *(Click to View)*
- **Recycling Posters** - It is easy to show what is and isn't recyclable in your new bins, and should be posted by every recycling container. *(Download)*
- **Most Common Contaminants** - Find out which items cause recycling contamination and what to do with them. *(Download)*
- **Recycle Right Brochure for Business.** - Learn the benefits of recycling for your business with the recycling basics. *(Download)*



Setting Up
Workplace Recycling

Recycle Right
Poster

Most Comon
Contaminants
Poster

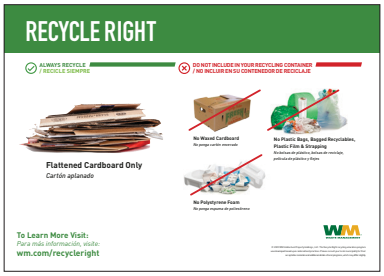
Recycle Right
Brochure for Business

3. ADDITIONAL RECYCLING BIN LABELS

For businesses that separate their materials and recycle Cardboard only or Mixed Fiber only, download or call your Sales rep to get these decals to help your employees Recycle Right. Remember, providing education where your employees recycle (on the bin) is one of the most effective ways to prevent contamination.

Download or call your Sales rep to get these recycling decals.

- **Recycling Container Label Cardboard Only** - For facilities that only accept cardboard. *(Download)*
- **Recycling Container Label Mixed Fiber Only** - For facilities that only accept mixed fiber, like cardboard and paper. *(Download)*



Recycling Container Label Cardboard Only

Recycling Container Label Mixed Fiber Only

4. NO BAGGED RECYCLABLES TOOLS

Plastic bags are one of the most common contaminants that spoil perfectly good recyclables. It's easier to recycle without using plastic bags than you think!

Don't bag your recyclables - if you collect materials in plastic bags inside your workplace, empty those bags directly into your final bin. And no loose plastic bags either - they wrap around the recycling machinery and pose safety threats to employees who have to remove them.

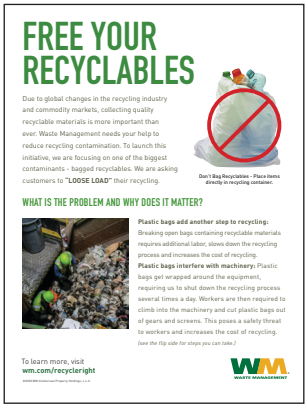
Download and print our No Bagged Recyclables Tools to help your business recycle without using plastic bags.

- **No Plastic Bags FAQs** - Get answers to why plastic bags are detrimental to successful recycling programs. *(Download)*
- **Janitorial Tag** - Engage your janitorial staff to alert employees that plastic bags do not belong in the recycling. *(Download)*
- **No Bagged Recyclables Label** - Give employees a clear directive NOT to bag recyclables. *(Download)*
- **No Bagged Recyclables Handout** - Kick off your 'No Plastic Bags' initiative with simple next steps. *(Download)*
- **Employee Email** - Explain why proper recycling matters and how your employees can help. *(Download)*

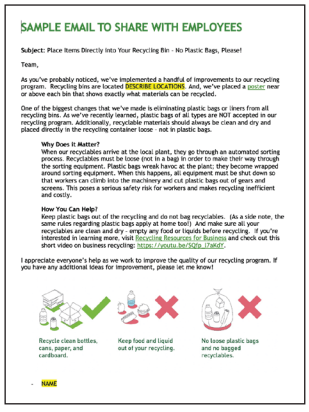
No Plastic Bag FAQ

Janitorial Tag

No Bagged Recyclables Label



No Bagged Recyclables Handout



Sample Employee Email

To learn more, visit
wm.com/recycleright

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