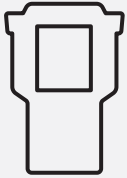
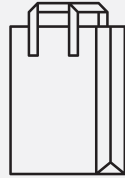


# REUSABLE RECYCLING BAG TOOLKIT

Follow the steps outlined in this Toolkit to help your janitorial staff and employees Recycle Right using reusable bags.



**STEP 1:**  
Pair and Label  
all Bins



**STEP 2:**  
Use Reusable Bags  
in Shared Interior Containers



**STEP 3:**  
Educate & Motivate  
Employees & Janitorial Staff

## STEP 1. PAIR AND LABEL ALL BINS

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 with labels at eye level - in the cafeteria, copy rooms and conference rooms.



Residential  
Recycling Bin Decal  
Glass Accepted  
[\[Download\]](#)



Commercial  
Recycling Bin Decal  
Glass 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.



Recycling Bin Label  
Glass Accepted  
[\[Download\]](#)



Recycling Bin Label  
Glass Not Accepted  
[\[Download\]](#)



Trash Bin Label  
Food Waste Accepted  
[\[Download\]](#)



Trash Bin Label  
Food Waste Not Accepted  
[\[Download\]](#)



Organics Bin Label  
[\[Download\]](#)

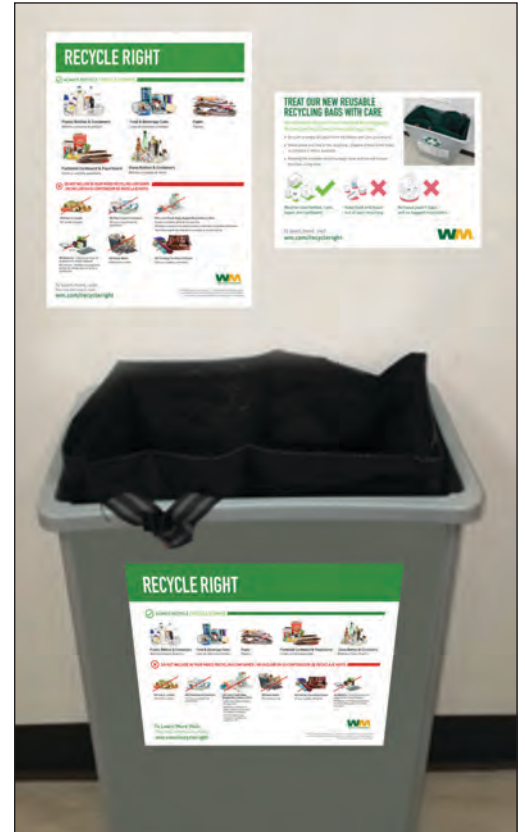
To learn more, visit  
[wm.com/recycleright](http://wm.com/recycleright)



# REUSABLE RECYCLING BAG TOOLKIT

## STEP 2. USE REUSABLE RECYCLING BAG IN INTERIOR CONTAINERS

- Once your bins are properly labeled and paired, place the reusable recycling bag inside your recycling container.
- Place Recycle Right posters above all interior recycling containers to remind employees what materials are acceptable to recycle.
- Post friendly reusable bag care posters near interior recycling containers to remind employees to keep food and liquid out of the containers.
- Food and liquid are among the most common contaminants - they soil the reusable recycling bag and shorten its useful life.
- When full, remove and transport reusable bags filled with recyclables to exterior container.
- Empty contents of reusable bag loose into your exterior recycling container.
- Replace the reusable bag in the interior container (it may need to be wiped down) and repeat the process.
- Have replacement reusable bags on hand and swap them out during collection.



Recycle Right Poster

Reusable Bag Care Poster

To order additional Reusable Recycling Bags, visit:

[wmgearstore.wm.com](http://wmgearstore.wm.com)

To learn more, visit  
[wm.com/recycleright](http://wm.com/recycleright)

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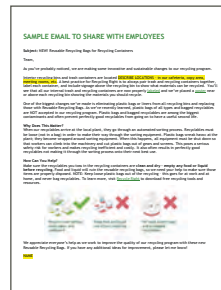
# REUSABLE RECYCLING BAG TOOLKIT

## STEP 3. EDUCATE AND MOTIVATE EMPLOYEES AND JANITORIAL STAFF

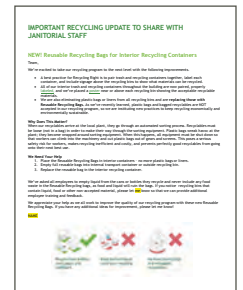
- Remind employees how easy it is to Recycle Right at work by following three simple rules and using the tools provided below:



- Schedule a reusable recycling bags kick-off session to introduce this new step in your recycling collection. Use the Employee and Janitorial emails provided.
- Explain to employees and staff the steps you're taking to eliminate plastic bags from your recycling collection system and why replacing them with sustainable reusable recycling bags is the right thing for the environment.
- Invite employees and staff to work together to make sure that everyone is recycling right and keeping plastic bags, food, and liquid out of the recycling. Share the Recycle Right and reusable bag care posters with employees and staff.
- Distribute recycling guidelines to all employees and janitorial staff and invite them to visit [www.com/recycleright](http://www.com/recycleright) to learn more and download free recycling resources.
- Remember to include Recycle Right training for new employees and make sure new janitorial staff is trained on how to use the reusable recycling bags.



Employee Email



Janitorial Staff Email



Recycle Right Poster



Reusable Bag Care Poster



To order additional Reusable Recycling Bags, visit:  
[wmgearstore.wm.com](http://wmgearstore.wm.com)



Most Common Contaminants Poster



Janitorial Tag

To learn more, visit  
[www.com/recycleright](http://www.com/recycleright)

