

Recycling at Work *It's Your Responsibility*

Who

Whether you're a new business to Springettsbury Township, or have been located here for many years, it is important to understand that all offices, restaurants, grocery stores, retail shops, service shops, schools, hospitals, churches, civic groups, etc. are required to recycle certain items.

What

To comply with State and Local laws, you must recycle the materials contained within this pamphlet. **Note:** *Incineration of materials is not recycling. The mandated items must be "recycled" in a manner so the material can be used again for making new products.*

How

If you are not currently recycling ALL of the listed materials, you must make private arrangements to do so.

Visit http://www.ahs2.dep.state.pa.us/recycle_markets/Search.aspx for a listing of Recycling Markets located in York County, or call your current waste hauler, as they may be able to add a recycling service for you!

Next

Step 1: If you are not recycling ALL of the required materials, contact a recycling contractor(s) to make arrangements.

Step 2: Report annually the materials you recycled, the name and contact info for your private contractor(s).

Fines & Penalties

All businesses/ establishments that generate

recyclable materials are required to recycle. Fines and penalties up to \$1,000 plus costs and, in default of payment, to a term of imprisonment not to exceed 90 days, per violation, may be assessed for non-compliance. Each day that a violation continues, or each violation constitutes a separate offense.



Springettsbury Township
1501 Mount Zion Road
York, PA 17402-9084



Commercial Recycling Guide

RECYCLING AT WORK



SPRINGETTSBURY
RECYCLES

STILL HAVE QUESTIONS?

- ◆ CALL US AT (717) 757-3521 OR SEND AN E-MAIL TO RECYCLING@SPRINGETTSBURY.COM.
- ◆ CALL THE YORK COUNTY SOLID WASTE AUTHORITY FOR SPECIAL PROGRAMS AND COLLECTIONS AT (717) 845-1066 OR VISIT THEM AT WWW.YCSWA.COM.
- ◆ CONTACT THE PENNSYLVANIA RECYCLING HOTLINE AT 1-800-346-4242 OR VISIT WWW.DEP.STATE.PA.US/COMMERCIALRECYCLING



Recycling is becoming increasingly important, as the whole world is becoming more aware of environmental issues. More offices, schools and businesses are getting creative, "going green," and finding ways to embrace the environment by recycling. The following steps will help you encourage your co-workers and bosses to recycle at work.

Encourage Employee Participation

- Make it simple to recycle. This includes contacting your waste hauler to acquire recycle bins. Get as many different kinds as you can; indoor and outdoor. If your hauler will not supply indoor containers, label garbage cans and devote them strictly to recyclables, or purchase bins at the Township Administration building for only \$10.
- Place containers in areas of the office that are readily accessible and logical. For instance, the kitchen area, offices and copier room.
- Set up a shredder in the mail or copier area so employees can shred their unwanted papers. Then have the shipping department use the shredded papers as packing material. Remember not to reuse confidential documents!
- Create a contest between departments to see who can recycle the most. For example, have all departments bring in items that are highly recyclable that an office supply organization pays for (such as printer cartridges or cell phones); then have an office party with the money raised by this recycling drive.
- Make colorful posters showing all the items that are recyclable to help people remember to stop and think before just throwing something away.
- Network with neighboring businesses. Contract a recycling hauler together & share costs!

>>> Effective September 1990, all businesses/ establishments were required by State and local laws to be in compliance with recycling requirements.

>>> If you are a landlord or a business owner who contracts for trash services and collection, it is YOUR responsibility to also provide your tenants and employees with recycling services and collection!

Items You MUST Recycle

This is not meant to be a comprehensive list of what must be recycled, but to provide general examples only.

HIGH GRADE OFFICE PAPER >>

White computer paper, printer/copier paper, letter-head, manila file folders, envelopes with a plastic window, and similar office paper. Shredded paper must still be recycled!



ALUMINUM >>

Soda, juice, food and beverage cans.

Rinse clean!



CARDBOARD & BOXBOARD >>

Includes cardboard boxes, cereal, food, soda, beer, pizza, shoe, pasta and clothes boxes!



STEEL & BIMETAL CANS >>

Food, beverage, and aerosol cans. Includes tuna and soup cans.

Rinse clean & place lid inside can!



GLASS >>

Clear, green, or brown bottles and jars.

Rinse clean & discard lid in trash!



Recycling is the Law

We are with you every step of the way >>>

If you're not recycling ALL of the items listed to the left
START RECYCLING TODAY!

How?

- CALL YOUR WASTE HAULER REPRESENTATIVE! THEY CAN GET YOU STARTED, OR POINT YOU IN THE RIGHT DIRECTION, BASED ON YOUR SPECIFIC NEEDS!
- THE HAULER(S) THAT YOU CONTRACT WITH TO COLLECT YOUR RECYCLABLES SHOULD SUPPLY YOU WITH THE NECESSARY OUTDOOR BIN(S) OR DUMPSTER(S).

Pennsylvania Act 101

>>> Requires Commercial entities to recycle the following items:

**HIGH GRADE OFFICE PAPER
ALUMINUM
CARDBOARD
LEAVES**

PURCHASE SMALL BINS OR BOXES FOR INDOOR USE IN OFFICES, LUNCH ROOMS, ETC. THAT CAN THEN BE TAKEN OUTSIDE AND DUMPED BEFORE YOUR NEXT SCHEDULED COLLECTION!

- DOES YOUR LANDLORD CONTRACT A WASTE & RECYCLING HAULER FOR YOU? IF SO, CONTACT YOUR LANDLORD AND GET THE SPECIFICS SO THAT YOU CAN BEGIN RECYCLING TODAY!
- TODAY, MOST RECYCLING PLANTS USE THE SINGLE STREAM RECYCLING METHOD. THIS IS WHEN YOU CAN PLACE ALL OF YOUR RECYCLABLES IN A SINGLE CONTAINER WITH NO SORTING REQUIRED! CANS AND BOTTLES CAN BE RECYCLED WITH PAPER AND CARDBOARD. VERIFY WITH YOUR RECYCLING HAULER(S) THAT THIS IS THE METHOD USED.

Springettsbury Twp. Ordinance 90-03

>>> Requires Commercial entities to recycle the following items:

**STEEL & BI-METAL CANS
GLASS (CLEAR & COLORED)**