

Best Workplaces for Recycling List – Criteria

Criteria:

- Recycling bins are located next to every desk, workstation and cash wrap area, or scattered throughout large work areas, such as warehouses
- Recycling bins are located in every hotel room, lobby and other common hotel guest areas
- Recycling bins are located next to every printer, fax machine and copier
- Recycling bins are located next to every garbage bin in hallways, common areas and meeting rooms
- “How to recycle” reminder labels or posters are posted on or near indoor and outdoor recycling and garbage containers
- Bins for paper, plastic, glass and cans are located in break rooms, kitchens and cafeterias
- Recycling guidelines are included in new employee orientation materials or employee handbooks
- Recycling bins are emptied regularly
- Recycling bins and dumpsters are large enough, and plentiful enough to accommodate all disposed recyclables
- Purchases and uses recycled content office products such as letterhead, business cards, envelopes, copy and fax paper, corrugated boxes and tissue products
- Reminds hotel guests to recycle in their rooms and in common guest areas
- Places trays next to printers and copiers for reusable scrap paper
- Uses dishware, glassware and flatware in kitchens, cafeterias and hotel guest rooms, instead of single-use paper products
- Designates a recycling coordinator or recycling team
- Sets recycling goals and tracks progress
- Recycles wood pallets and scraps
- Recycles plastic film and wrap
- Recycles scrap metal
- Sets printers and copiers to print and copy double-sided (duplex) by default
- Establishes company policy requiring all internal and external documents be printed double-sided
- Reuses mailing boxes and envelopes
- Offers a “reuse” station in the office where old materials like file folders, envelopes, etc. are available
- Collects and returns used toner cartridges to the manufacturer or supplier for recycling
- If available, collects food waste for offsite collection, onsite composting or, if appropriate, donates to an edible food program
- Offers education to employees on recycling guidelines at least annually
- Donates, resells or recycles electronic equipment no longer in use with a program such as King County’s Take it Back Network.
- Sends and receives all faxes electronically