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