



You've probably seen Department for Environmental Protection (DEP) staff emptying recycling barrels in your office or driving around Frankfort in big trucks with "Kentucky Government Recycles!" on the side.

These workers are with the Kentucky Government Recycling Section (KGRS), a program in the Energy and Environment Cabinet (EEC) created to help state agencies comply with mandatory recycling requirements. State law (KRS 224.10-650) requires all state agencies and state-supported institutions of higher education to develop recycling plans and institute programs to recover materials generated as a result of state government operations.

KGRS provides weekly collection of many types of paper and cardboard, as well as confidential document destruction, to state agencies within Frankfort. KGRS staff can provide agencies with information on how to obtain containers for collection of white office paper, lockable containers for confidential document destruction, newsprint and colored paper.

Employees should separate material at their workspaces and then periodically place it in the appropriate collection container staged in a central location in each office. Employees can request labeled recycling boxes to place under their desk to be used to sort the paper. Each cabinet should also assign a coordinator for each building to be the point of contact for working with the KGRS staff.

KGRS employees collect the material on a regular schedule in each of the state office buildings in Frankfort. Offices outside of the Frankfort service area can deliver materials for recycling and shredding to the KGRS warehouse. The material is transported to a warehouse where it is processed and loaded for sale to a paper recycling company.

The Kentucky Government Recycling Section, part of DEP's Division of Waste Management (DWM), operates out of its recycling warehouse at 115 Northgate Drive, Frankfort. Operational costs are offset by revenue derived from the sale of recovered paper funds rather than taxpayer dollars.

We need your help

Many agencies already recycle their cardboard and office paper, the bulk of materials generated by state operations, but we need all employees and all agencies to get on board with recycling. It's not just the law, recycling saves energy (60 percent less energy is required in making paper from recycled materials than from virgin materials) and it saves money.

State purchased paper and cardboard are not "trash" but are, in fact, surplus property. The value of paper in 2015 has averaged \$115.00/ton and the cost to throw that same ton away is \$38.95/ton. By recycling our office paper, we are recovering \$154.03/ton! If we can double the amount of paper we recycle, we will be recovering over \$376,214.00 annually in generated revenue and avoided disposal costs.

Following are the guidelines for preparation of paper for collection:

White Office Paper

(White Barrel)

White paper includes:

1. White bond paper
2. White copy paper
3. White notebook paper
4. White computer printouts
5. Work-A-Day calendar pads
6. White index cards
7. White glossy paper
8. White business cards

Staples and paper clips **DO NOT** need to be removed from paper. Post-It Notes, rubber bands and binder clips **MUST** be removed before depositing paper in the recycling bin.

White paper does not include:

1. Colored paper
2. Newspaper
3. Post-It Notes
4. Plastic window envelopes
5. Fiberglass envelopes (Envelopes that do not tear or rip)
6. Bubble insulated envelopes
7. Magazines
8. Onion skin paper
9. Adhesive labels
10. Paper towels
11. White paper with glue, tape
12. Paper napkins

Colored Office Paper

(Colored Barrel)

Colored paper includes:

1. Colored ledger paper
2. Any paper with glue, tape or adhesive
3. All paper envelopes – plain or with plastic windows
4. Manila file folders
5. Blue line reproductions (e.g., maps, engineering drawings)
6. Magazines
7. Copy paper ream wrappers

8. Newspaper *
 9. Telephone books *
 10. Kraft envelopes *
 11. Express mail envelopes
 12. Carbon paper
 13. NCR paper (including white sheet)
 14. Dark-colored file folders
- *If no other barrel provided.*

Colored paper does not include:

1. Fiberglass envelopes (Envelopes that do not tear or rip)
2. Insulated envelopes
3. Paper towels
4. Paper napkins
5. Food wrappers
6. Paper cups
7. Paper plates

Sensitive Document Destruction Service

Procedures for Destruction Service

1. Employees should be aware that documents are fed into an industrial grinder and **not** incinerated. Agency employees are required to place only acceptable materials in recycling containers and locked bins. KGRS staff must remove contaminated materials not properly sorted by Agencies, so please put only acceptable materials in recycling containers and document boxes.
2. Ensure all non-paper items are removed from documents:
 - a. Metal fasteners
 - b. Plastic binders
 - c. Cardboard (Cardboard is recyclable but not shredded)
 - d. Food containers and wrappers
 - e. Broken bottles and other hazardous materials
 - f. Microfilm, CDs, magnetic tape cassettes floppy disks and VHS cartridges.
3. More than 45 boxes of documents to be shredded must be palletized and stretch-wrapped prior to collection. The KGRS staff will provide pallets as needed and training on how to properly stack and wrap the boxes. Locked and unlocked recycling carts can be loaned to agencies on a temporary basis if needed for cleanouts and large purges. They can be purchased by an agency if needed on a permanent basis.
4. Call KGRS at (502) 564-8070 to coordinate pick up of documents to be shredded prior to the desired date of destruction.
5. Designate chain of custody representatives to sign the Records Destruction Authorization Form and witness the destruction process (if required by agency security procedures).
6. Use the downloadable **Records Destruction Authorization Form**. Find it at <http://waste.ky.gov/RLA/recycling/Pages/OfficePaperRecycling.aspx> website. Click on the link under Quick Links.

Onsite Paper Preparation for Regular Collection

1. Employees should sort paper according to the posted recycling guidelines. They may request under-desk recycling boxes from KGRS.
2. Please note that paper shredded "in-house" prior to pick up by KGRS staff, causes a safety hazard by creating excessive dust in the KGRS processing warehouse. Staff then breathes this dust. Please refrain from shredding paper in-house. **IF** an agency does have to shred paper, it must be placed in clear bags, securely tied shut and placed beside the appropriate centralized recycling container. Lockable bins are recommended for sensitive documents, and KGRS staff can assist with locating bins for agency use.

For information on recycling barrels, lockable bins and consoles for sensitive documents, and general questions about KGRS, please contact **Brian Bentley or Tim Bryant at (502) 564-8070** or you can reach them by e-mail at brian.bentley@ky.gov or timmy.bryant@ky.gov.

Recycle Right

Know Before You Throw

When we put materials in the wrong recycling bin, we potentially cost the recycling program money. White paper, which brings a higher price than color paper, can't be sold as white if there are too many color pieces in it. Since we all value this service, please take a moment to learn about where materials need to go. While much of this information is a no-brainer, some of it may be surprising.

White Paper Includes:

- White bond paper
- White copy paper
- White computer printouts
- Work-a-day calendars
- White notebook papers
- White index cards
- White business cards
- All glossy or non-glossy white paper



Colored Paper Includes:

- Colored ledger paper
- Paper with glue, tape or adhesive
- All envelopes, including windowed
- NCR paper (KECC pledge forms)
- Manilla file folders
- Blueline reproductions—maps, engineering drawings
- Kraft envelopes
- Express mail envelopes
- Carbon paper
- Colored business cards
- White paper with a lot of colored ink



Recycling is a service provided by the Kentucky Department for Environmental Protection Division of Waste Management



August 2015

Recycle Right

Know Before You Throw

The Tricky

These items seem like they could be disposed of in the paper recycling, but they should not be.

No Food Bags (even if it's paper)



Food bags with grease and food particles draw insects to the recycling facility.

Light Cardboard



Treat light cardboard (tissue boxes) like heavy cardboard. Break it down and put it with the heavy cardboard.

Shredding



Unless absolutely necessary, don't shred paper. Shredding creates dust, which is a health hazard for handlers.

Phonebooks and Newspapers



These go in the color bin unless you have a large number of them. In that case, ask for an additional barrel.

No-Throws

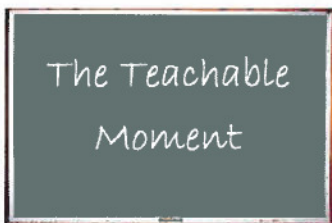
These items should never go into the paper recycling. There may be other recycling bins dedicated to these items.



- Binder clips
- Plastic
- Glass
- Wood
- Metal bars from hanging folders
- Food waste
- Floor sweepings



- Non-paper envelopes
- Peel and stick labels
- Rubber bands
- Paper towels
- Medical waste
- Styrofoam



If you see people recycling incorrectly, use the opportunity to inform them of the proper protocol.

Questions about recycling?

Contact:
The Kentucky Government Recycling Section

115 Northgate Drive
Frankfort Ky 40601

1-502-564-8070
timmy.bryant@ky.gov
brian.bentley@ky.gov

Recycling is a service provided by the Kentucky Department for Environmental Protection Division of Waste Management



RECYCLING FACTS SHEET

- **Kentucky State employees** recycled an average of 225 pounds of office paper each. Much more paper is still available for recycling within state agencies.
- **Nationally, paper recycling reached 65.4% in 2014.** The goal of the American Forest and Paper Association is 70% by 2020.
- **Paper recycling per person in the United States:**

Year	Average Amount Recycled
2003	339 lbs/ person
2005	346 lbs/person
2008	340 lbs/person*
2013	315 lbs/person*

*Recession caused sharp decline 2008-13

- **Every ton of waste paper recycled saves** more than 3.3 cubic yards of landfill space and saves state government an average of \$38.52 in landfill disposal costs alone. Recycling also saves up to 68% of the energy needed to make paper from virgin materials.
- **More than 50% of the fiber used to make new paper products** in the United States comes from recycled sources.
- **Waste paper is the second leading export item from the U.S.,** second only to scrap metal. Over 20.1 million tons of waste paper (39%) was exported in 2013 with most going to China.
- **U.S. EPA recycling information:**
<http://www.epa.gov/epaoswer/non-hw/muncpl/recycle.htm#Figures>
- **Kentucky Division of Waste Management web sites:**
www.waste.ky.gov
www.Recycling.ky.gov

Facts and Figures

Did you know ...

- That the world's first piece of paper was made from recycled material? That's right! Around 200 B.C., the Chinese used old fishing nets to make the world's very first piece of paper.
- Paper recycling has been around as long as paper itself. Paper companies have always recognized the environmental and economic benefits of recycling. In recent years, paper recycling has become popular with everyone as a way to help protect our environment by reusing our resources and conserving landfill space.
- Today, about 87% of the more than 520 paper and paperboard mills in the U.S. recycle some recovered paper. Today, recovered paper provides over one-third of all the fiber used at U.S. mills.
- Americans recover nearly 50% of all the paper they use.
- More paper is recovered in the United States than is sent to landfills.
- In the U.S., paper accounts for two-thirds of all the packaging material recovered for recycling – more than glass, metal and plastic combined!
- Recovered paper supplies close to 40% of the fiber used to make all paper and paperboard products in the U.S.
- Every day, U.S. papermakers recycling enough paper to fill a 15-mile long train of boxcars.
- A typical newsprint machine produces as many as 500 tons of paper every day. In the early 21st century, use of recovered paper is projected to grow twice as fast as the use of wood pulp.

How much paper and paperboard is recycled every year?

- Paper accounts for more than a third of all recyclables collected in the US, by weight. Nearly 44 million tons of paper and paperboard were recovered in 2006—a recycling rate of over 50 percent.
- About 88 percent of newspaper and 72 percent of corrugated cardboard were recovered in 2006.
- In 2007, the amount of paper recovered for re cycling averaged 360 pounds for each person living in the US, according to the American Forest and Paper Association.

How much paper do offices use?

The average office worker in the US uses 10,000 sheets of copy paper each year. That's 4 million tons of copy paper used annually. Office workers in the US generate approximately 2 pounds of paper and paperboard products every day.



Write

Paper

Division of Waste Management

KY Government Recycling Section

115 Northgate Drive Frankfort, KY 40601

502-564-8070

www.recycle.ky.gov



Colored Office Paper

Includes:

Post-it-Notes

NCR Paper

Adhesive Labels

Magazines

Glossy Paper

All Paper Envelopes

Manila Folders

Colored Paper

Hardback Books

Phone Books

Junk Mail

Newsprint *

* Only if no separate barrel is available



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502-564-8070

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News Print

Division of Waste Management

KY Government Recycling Section

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502-564-8070

www.recycle.ky.gov

State Facilities Served by KY Government Recycling Program

1 Capital Plaza Tower	500 Mero St
2 Fountain Place Offices	Fountain Place
3 Motor Vehicle Commission	Sea Hero Dr
4 Justice Cabinet	125 Holmes St
5 DOT - Div of Fleet Management	1200 Wilkinson Ave
6 DOT - Service and Supply	1230 Wilkinson Ave
7 DOT - Div of Equipment	1234 Wilkinson Ave
8 DOT - Div of Materials, Geotechnical	1236 Wilkinson Ave
9 Dept Facilities Management	701 Holmes St
10 State Motor Pool	368 Warsaw St
11 Finance Cabinet -- Div of Fleet Management	369 Warsaw St
12 Finance Cabinet -- T-1 Garage	Barrett St
13 Surplus Property	514 Barrett St
14 Public Service Commission	211 Sower Blvd
15 US Dept of Agriculture	107 Corporate Dr
16 Div of Forestry	107 Corporate Dr
17 DOT - Div of Audit	200 Mero
18 DOT - Div of Toll Facilities & DEP Field Office	200 Mero
19 Nature Preserves Commission	801 Schenkel Ln
20 DOT - Equipment Warehouse	Wilkinson Ave
21 DOT - Drive Smart KY	200 Mero
22 DOT - Div of Equip - Radio Shop	1231 Wilkinson Ave
23 DOT - Div of Materials	1227 Wilkinson Ave
24 DOT - Div of Real Property	1219 Wilkinson Ave
25 200 Fair Oaks Building	200 Fair Oaks
26 Heritage Council	300 Washington St
27 KY History Center	Clinton & High St
28 Dept. Personnel	801 Teton Tr
29 Dept Social Services	404 Ann St
30 Dept of Insurance	215 W Main St
31 Work Force Development	209 St Clair St
32 State Police Headquarters	919 Versailles Rd
33 Court of Appeals	Democrat Dr
34 Admin Office of Courts	100 Mill Creek Park
35 Worker's Comp. Funding Commission	42 Mill Creek Park
36 Capital Complex East	1024/1025 Capital Center Dr
37 Deaf & Hard of Hearing Commission	632 Versailles Rd
38 DIS - Education Support	193 Versailles Rd
39 DIS - Social Insurance	385 Versailles Rd
40 Teachers Retirement System	479 Versailles Rd
41 Board of Elections	140 Walnut St
42 Dept Social Services	151 Elkhorn Ct
43 CHR Building	275 East Main St

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44 Health Services Bldg	275 East Main St
45 Perimeter Park Complex -- KSP Technology	1270 Louisville Rd
46 Dept. Military Affairs & DES	Hawkeegan Dr
47 Dept Fish & Wildlife	1 Game Farm Rd
48 Kentucky Housing Corp	1231 Louisville Rd
49 National Guard Assn	1111 Louisville Rd
50 DES	1117 Louisville Rd
51 Airport Terminal Building	90 Airport Rd
52 State Police Post 12	1240/1250/1260 Louisville Rd
53 Pine Hill Plaza Complex	1121 Louisville Rd
54 Higher Education Assistance Authority	Louisville Rd
55 Labor Cabinet	1047 U.S. 127 South
56 127 Building Annex	1047 U.S. 127 South
57 Capitol Building	700 Capitol Ave
58 Capitol Annex Bldg	702 Capitol Ave
59 First City Complex	Athletic Dr
60 Dept Libraries & Archives	300 Coffee Tree Rd
61 State Laboratory	100 Sower Blvd
62 Military Affairs	100 Minuteman Pkwy
63 Alcoholic Beverage Control	1003 Twilight Trail
64 Dept of Corrections	2439 Lawrenceburg Rd
65 Division of Abandoned Lands	2521 Lawrenceburg Rd
66 Labor Cabinet	2545 Lawrenceburg Rd
67 KY Correctional Industries	US 421
68 LRC	Coffee Tree Rd
69 Board of Hairdressers	111 St. James Ct
70 Dept Surface Mining	2 Hudson Hollow Rd
71 Dept of Insurance	909 Leawood Dr
72 Berry Hill Mansion & Annex	700 Louisville Rd
73 Charitable Gaming, Board of Claims/Legislative Ethics	132 Brighton Park
74 Dept. of Housing/Workers Claims	101 Sea Hero Drive
75 Whitaker Bank	130 W. Main St 3 rd Fl
76 HP Enterprise Services	656 Chamberlin Ave
77 KACo	Englewood Dr

RECORDS DESTRUCTION AUTHORIZATION

DEPARTMENT FOR ENVIRONMENTAL PROTECTION
DIVISION OF WASTE MANAGEMENT
115 NORTHGATE DRIVE
FRANKFORT, KY 40601

ORIGINATOR INFORMATION

Control No.		Date	
Agency			
Address			
Originator			
Quantity of Material	Pallets		Boxes
Contact		Phone	
Location			

TRANSFER & RECEIPT OF CUSTODY

The Division of Waste Management hereby acknowledges receipt of the quantity of materials described below.

Quantity of Material	Pallets		Boxes
Recipient of Records		Date	
Witness		Date	

CERTIFICATION OF DESTRUCTION

I hereby certify that the quantity of material described above has been destroyed.

Waste Management Representative		Date	
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Kentucky Government Recycling Section

OFFICE PAPER RECYCLING GUIDE



A comprehensive manual for establishing an effective office paper recycling program for businesses, schools, and municipalities of the Commonwealth.



Division of Waste Management



Energy and Environment Cabinet

Why Have An Office Paper Recycling Program?

Authorities agree, recycling is the most immediate and effective way each individual can contribute toward solving this problem. Indeed, part of the solution is an office paper-recycling program. Starting a program is environmentally responsible and economically sound.

This booklet explains the process of establishing a sound, viable program. Included are guidelines, worksheets, samples of promotional materials, and descriptions of paper grades to collect --- all designed to make the planning and implementation of an office paper-recycling program as easy as possible.

1. Planning and Developing Your Program

As planning begins for an office paper recycling program, there are a few possibilities to consider: **FIRST**- check with your building manager or janitorial staff to see if there are already any recycling programs in place in the building. If the answer is yes, compare notes with the program coordinator. Useful information may be gained that will help you plan your program. **NEXT**- Complete the waste audit form below for an overview of your agency's disposal needs.

VISUAL SURVEY

To get an idea of the types of waste that your agency is producing look through a random sample of waste receptacles. Take care to check different departments, as some will be more likely to use larger amounts of paper than others. List the most common types of paper found:

Type	Quantity
White copy paper	
Colored copy paper	
Multi-part forms (no carbon paper)	
"Slick" pamphlets/brochures/magazines	
Computer print out paper	
Newspaper	
Cardboard	
Envelopes, Post-It Notes	
Telephone books	
Other (specify)	

WASTE AUDIT WORKSHEET

No. Of Employees		Av. Lbs. Recyclable Paper/Employee/Day		Lbs. Of Recyclable Paper/Day	Daily Recyclable Paper Generation ←
	x	0.3	=		

Lbs. Of Recyclable Paper/day		Av. Working Days/Year		Monthly Tonnage Conversion	Tons of Recyclable Paper/Month
	x	240	÷	<i>12mos. ÷ 2000</i>	=

Tons of Recyclable Paper/Month		% Employee Participation Rate (65% conservative)		Tons of Paper Recycled/Month	Actual Paper Recovery Rate ←
	x	.65	=		

SAVINGS/BENEFITS

The worksheet below will help determine the costs and savings of starting an office paper-recycling program. After the program has been in operation for a few months, it will be easier to evaluate the benefits. If a program requires the purchase of any capital equipment, make certain it is amortized over a few years.

SAVINGS/BENEFITS WORKSHEET

Costs	Monthly	Annually
Waste Removal Charges		
Confidential Destruction Costs		
Equipment Costs (i.e. trash cans, compactor, baler, etc.)		
Labor (janitorial)		
CURRENT DISPOSAL COSTS		
Possible service costs		
Assume salable paper is ____ %. Multiply % not salable by the current waste removal cost, thus your removal cost become		
Less revenue from recycling program		
NET DISPOSAL COSTS		

2. Organizing the Program's Staff

THE COORDINATOR

Solid organization is the key to a successful office program. This is especially true of a new program that will affect, even in a minor way, the work habits of employees.

First of all, the paper-recycling program will need a key employee to serve as overall coordinator. The coordinator will serve as an executive director of the program and will establish the collection system, and educate employees on their part in the program.

When choosing the coordinator, look for an enthusiastic person on your staff who is a good communicator. The coordinator should have strong organizational talents and enough experience in the agency so that he/she will know his/her way around. Initially, experience or knowledge concerning recycling is not of any great importance.

THE MONITORS

Also of vital importance for a successful program are monitors to assist the coordinator. The monitors will see to it that recycling bins are free of non-recyclable materials, will keep the coordinator advised of the status of the program in their sectors, and will serve to some degree as cheerleaders, enthusiastically encouraging employees to participate. There should be one monitor for every 25 to 50 employees.

3. Conducting the Program

The ultimate success of an office paper-recycling program will rest with employees. It is imperative that employees have a clear understanding of the program and have the necessary equipment to participate in the program.

DESK-SIDE RECYCLING CONTAINERS

Monitors will provide each employee with a desk-side recycling container to be used solely for collecting used office paper. This can be as simple as a copy paper ream box, plastic trashcan or other inexpensive receptacle that is distinctly labeled for recycling only. There should be a container marked for white paper and another for colored paper. This allows the paper to be sorted on site by each employee. It is the responsibility of each employee to make certain that only those types of office papers being collected are placed in the desk-side container.

CENTRAL RECYCLING CONTAINERS

Whenever an employee's desk-side container is full, they should be emptied into the appropriate central recycling containers. These containers should be placed around the office where employees would normally pass by on the way to the stairs, supply cabinet, etc. Containers should also be placed at copy machines and other areas where considerable amounts of paper may be generated. We suggest there should be two large

central containers per 15-20 employees. Each agency should have barrels labeled for white paper and barrels labeled for colored paper. Employees should be sure that the paper from their desk-side containers is placed in the appropriate bin.

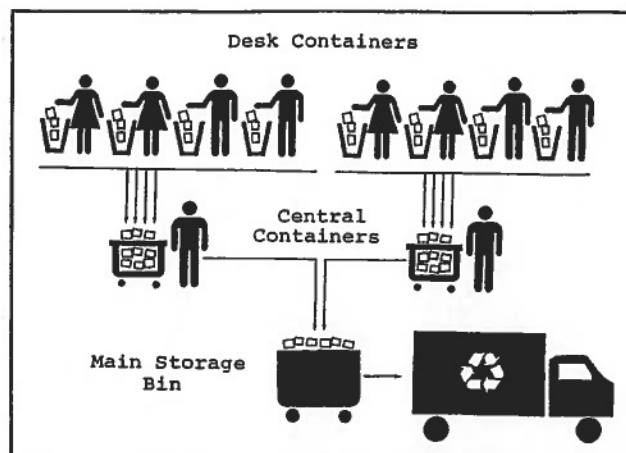
The labels help prevent trash from being emptied into the central containers and indicate what type of paper to place in the containers. Included in this packet are guides that may be used to put on the containers to indicate what may and may not be recycled.

Other tips to eliminate trash in the recycling containers include placing regular trash containers near the central recycling containers (making it easy for people to use the correct containers) and ensuring the trash and recycling containers differ in appearance.

MAIN STORAGE BINS

Bins in a main storage area are the final destination where the office paper to be recycled will be stored while it awaits pickup. When selecting the area remember:

- Is the area large enough? Bins or roller buggies average 4 feet by 2 feet or 4 feet by 4 feet in size. There should be enough room for a minimum of 4 bins.
- Does the area need to be locked?
- Is the area free of fire hazards and do sprinklers protect it? Check for local fire department requirements.
- Is it easily accessible to the central containers?
- Will it be accessible for your staff, volunteers and recycling hauler to reach for removal?



JANITORIAL SERVICES

Communicate details of the office paper-recycling program to the agency's janitorial services. In one-way or another, the janitorial service will be involved with the program. Some of the ways to integrate janitorial services into the program include:

- Have the janitors collect the paper from the central containers and transfer it nightly to the main storage bins.

- Explain to the janitors that they are picking up the same amount of material, but that it is simply divided into separate containers. Emphasize that they will not be doing the separation.
- Even if the janitors are not involved in the office paper-recycling program, make certain they are aware of the details so they do not mix regular trash with the paper.

When deciding the best possible way to move office paper from the central collection containers to the storage bins, consider these points:

- Is there in-house staff that could handle the consolidation duties?
- Are there any part-time or temporary personnel who can consolidate the paper?
- If the agency has more than one shift, which would be the most appropriate to handle these duties?
- Are the janitorial services in-house, contract or union?
- How large is the janitorial staff that services the building?

4. PROMOTING THE PROGRAM

If the office paper-recycling program is to succeed, three points are important:

- Employees must receive notification that the program will be initiated.
- They must receive education on the specifics of the program
- They must receive periodic follow-up publicity.

NOTIFICATION

Distribute a memo to all employees or put an article in the agency newsletter. Ideally this communication should be signed by the agency's senior executive or have that individual's endorsement. In this communication explain the benefits of the program, the procedures that must be followed and where any revenue from the program will be applied. A sample memo to consider is included (Sample A, page 8).

EDUCATION SESSIONS

All employees should attend a meeting where the details of the program are made clear. Perhaps the meeting could be part of a regular staff or safety meeting. Regardless, all employees should have written information as to the types of office paper that will be collected and materials that must be kept out of the program. A sample memo is provided (Sample B on page 9). New employees should have this information included in their "new employee orientation" packet or training.

If possible, bring in a representative from the recycling organization that will be receiving the collected materials. He/she will be able to answer questions and provide information about the entire recycling process and the end uses for the waste paper collected from the program.

FOLLOW-UP PUBLICITY

Even though an office paper-recycling program may have met with initial rave reviews, there may be a loss of enthusiasm and an increase of materials improperly discarded if it does not get periodic publicity and recycling policy is not regularly published. In an agency newsletter, e-mail or other form of regular communication, consider letting employees know the quantity of materials they recycled, and the amount of energy and environmental savings realized due to the program. List the locations of any new recycling containers and the use of any revenue earned. Finally, make sure to congratulate specific employees and departments for jobs well done.

SUMMARY

All successful office paper-recycling programs have particular elements in common:

- Support from top management
- Capable and enthusiastic program coordinator
- Secure market for recyclable material
- Simple and reliable collection system
- Effective employee education and publicity program
- Reliable source of recycling information

The Kentucky Government Recycling Section is available to assist all government organizations in recycling efforts. Please contact us for any further assistance you may need to make your recycling program a success.

**Kentucky Government Recycling Section
115 Northgate Drive
Frankfort, KY 40601
(502)-564-8070**

Staff:

Brian Bentley, Environmental Scientist V
Timmy Bryant, Environmental Control Supervisor

This booklet is printed on a minimum of 30% recycled waste paper that may have had its origins in an office-recycling program.

Sample A: Implementation Memo

TO: *Employee Name*
FROM: *President's Name*
RE: OFFICE PAPER RECYCLING PROGRAM
DATE: *Current Date*

Agency Name will start an in-house recycling program to reclaim office paper and other materials you wish to include. Your participation is important to the success of this program.

Involvement in this program will require only minor changes in your job habits. You will be given a desk-side container for discarding used office paper. When your containers are full, empty the contents into the central collection containers next to all copy machines or common areas.

You are scheduled to attend an orientation session to learn more about how the program works. Three fifteen-minute sessions have been scheduled for *Dates and times*. You are scheduled to attend the *specific session*.

I have appointed John Smith coordinator of the office paper-recycling program. He will report directly to me on the success and status of the program. At the orientation sessions, Mr. Smith will provide all information necessary about how the program works.

Your participation in this program does make a difference. You personally can help:

- Protect the environment
- Conserve scarce landfill space
- *Raise money for the ABC Charity.*

Through your efforts in this project, we will demonstrate that recycling can be both economically and environmentally beneficial. If there are any questions, call *John Smith at extension 1234.*

Sample B: Procedural Memo

TO: *Employee Name*
FROM: *President's Name*
RE: GUIDELINES FOR THE OFFICE PAPER-RECYCLING PROGRAM
DATE: *Current Date*

HOW THE PROGRAM WORKS

You will be given recycling containers to place near your desk. When you are through using any office paper, simply put it into your recycling container instead of the trashcan. When your recycling container is full, empty the contents into one of the central collection containers stationed near each of the copiers.

Paper is much more valuable when it is separated by grade. Please put the white copy paper into the container marked "WHITE PAPER ONLY" and the rest in the container marked "COLORED PAPER ONLY". All central collection containers will be clearly marked. That is the end of your involvement – it's that easy!

Because we have a lifelong habit of just throwing something away when we are finished using it, it may take you some time to remember not to throw away the recyclable paper in the trashcan. You have to think about it at first, but soon it will become a habit.

Keep all non-paper items, materials with adhesives, soda cans, food waste, etc., out of the paper recycling containers. Cans and newspapers should be placed in the recycling containers specifically marked for them alone. When pitching old files, outdated brochures, etc., contact the program coordinator and we will arrange a special pickup. If you are recycling an old report, remove any metal fasteners and plastic bindings. Metal staples and paper clips do not need to be removed. Check the list on your container if you are not sure what items are acceptable.

JUST A FEW REASONS FOR RECYCLING:

- Solid Waste: It has been estimated that each man, woman, and child in the United States produces an average of four pounds of trash every day, totaling almost 1,500 pounds annually. Most of this garbage gets buried in landfills. Between 25-40% of garbage is recyclable paper.
- Paper Production: Clean waste paper is a valuable fiber resource that can be recycled to make copy paper, tissue, toweling, newspaper and paperboard. High quality grades are commonly used as a direct substitute for wood pulp resulting in world forest conservation.
- The Economy: Instead of burying valuable raw materials, recycling turns the material around and sends it through the local economy repeatedly. Jobs are created to collect, process, ship and re-manufacture the recycled products.

OFFICE PAPER RECYCLING

INCLUDE	KEEP OUT
COPY PAPER	CARDBOARD*
ALL COLORED AND WHITE BOND PAPER	PHONE BOOKS*
ENVELOPES (PLASTIC WINDOW O.K.)	FLOOR SWEEPINGS
OBSOLETE FILES/MANILA FOLDERS	FOOD/RESTROOM WASTES
INVOICES	METAL BINDERS/FASTENERS
CARBONLESS FORMS	METAL BARS FROM HANGING FILE FOLDERS
LETTERHEAD	PLASTIC/TYVEK
LEGAL PAPERS	WOOD
STATIONARY	"CRACK-N-PEEL" STICKERS
ADDING MACHINE TAPES	SHRINK WRAP
BROCHURES	STYROFOAM
ACCOUNTING PAPER	
INDEX/TIME CARDS	
NOTE PADS	
NEWSPRINT	
HANGING FILE FOLDERS WITH METAL BARS REMOVED	
PAPER REAM WRAPPERS	
CARBON PAPER	

* Recyclable if separate containers are provided.

Staples, paper clips, rubber bands and Post-it-notes are acceptable.

TOP TEN MOST “UNWANTED”

(COMMON CONTAMINANTS IN OFFICE PAPER COLLECTION BINS)

- 1. HEAVY METAL FASTENERS (BINDER CLIPS)**
- 2. PLASTIC, GLASS, WOOD**
- 3. METAL BARS FROM HANGING FILE FOLDERS**
- 4. FOOD WASTE, SANDWICH WRAPPERS, CUPS, BOTTLES, CANS**
- 5. FLOOR SWEEPINGS, ETC**
- 6. NON-PAPER ENVELOPES**
- 7. SHEETS OF “PEEL AND STICK” LABELS**
- 8. “WADS” OF RUBBER BANDS**
- 9. RESTROOM WASTE (PAPER TOWELS, TISSUES, ETC.)**
- 10. USED BANDAGES, NEEDLES AND ANY OTHER MEDICAL WASTE OR WASTE THAT CONTAINS BLOOD OR BODILY FLUIDS**

These contaminants can result in high quality office paper being downgraded to “colored paper” quality. The difference in price may be in excess of \$100/ton. Also, broken glass or sharp metal objects pose a safety hazard to those who must sort the paper at the recycling plant.