



**Rockland County  
Solid Waste Management Authority**

# Recycling and Waste Reduction Guide for Businesses

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## Introduction

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In 1994 the Rockland County Solid Waste Management Authority was created to achieve a coordinated approach to proper management of the solid waste produced by municipalities, businesses, and residents in Rockland County. The Authority's seventeen member Board is comprised of the supervisors of the five towns in the County, eight County legislators, two mayors of Villages within the County, and two members appointed by the County Executive. Over the years the Authority and services have evolved into a network of integrated waste management facilities that include:

- Materials Recovery Facility
- Biosolids Co-Composting Facility
- Yardwaste Composting Facilities
- Household Hazardous Waste Facility
- Transfer Stations
- Concrete and Asphalt Recycling Operations
- Environmental Education Center

The Authority provides rebates to all of the villages and towns in the county based on the tonnage of their recyclables delivered to the MRF. Municipalities that bring their yard waste to the composting facilities may receive mulch and compost for municipal and residential use. Crushed glass is provided at no charge as base material for various construction projects.

The Authority also engages in an ongoing program of outreach to the people, businesses, and institutions of Rockland County. To achieve its current goals and to meet the new demands created by the Rockland County Solid Waste Laws, the Authority has formalized and expanded its outreach program with a greater focus on providing assistance to businesses to improve their recycling programs.

Our vision includes County-wide successes in business recycling and initiatives to create programs such as a focus on sustainable waste diversion programs, promotion of minimized packaging, food waste composting, adoption of Low Impact Environmental Building Standards (LEED), and investigating new MSW disposal and recycling technologies.

# How to Use This Guide

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## A Hands-on Approach

The objective of this guide is to help the business community to develop or expand a sustainable solid waste recycling program. You are the key to creating a greener County by broadening our recycling efforts. Your participation in this County-wide initiative to increase recycling will reduce the amount of waste going into landfills. This guide will show how recycling benefits both the environment and your business.

This guide provides a ten step process for developing a recycling program under the following headings:

1. Building the Team
2. Mandatory Recyclables
3. Solid Waste Assessment
4. Hauler Services
5. Bin Procurement and Placement
6. Signage and Decals
7. Solid Waste Reduction and Reuse
8. Tracking
9. Educating Employees and Publicity
10. Implementing the Recycling Program

In most cases, evaluation and recommendations need to be site specific and require a hands-on approach, but this guide will give you the tools you need to develop or expand a business recycling program.

# Developing a Business Recycling Program

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## 1. Building the Team

### Senior Management Support

A successful business recycling program must have the full support of senior management or the business owner. Roles and responsibilities for collecting, monitoring, and reporting should be clearly defined. Recycling should be the stated company policy, signed and endorsed by the CEO or equivalent.

### Core Team/Recycling Coordinator

Senior management can start by designating a well organized employee, committed to recycling as Recycling Coordinator. Medium to large businesses should also provide “core team support.” Core team support may include 3 or 4 individuals from among senior managers, supervisory, and operational/custodial staff. All members of the team must be enthusiastic and committed to developing and maintaining a successful recycling program.

*Be sure to include the custodial staff in planning recycling systems and later equipment purchase and placement.*

- The business should give the recycling coordinator and/or core team the time and authority to lead the development and implementation of the program and to monitor and evaluate the effectiveness of the program going forward

### Company Wide Support

- Set a goal of getting all stakeholders to cooperate with the recycling team as they develop the company’s recycling policy

# Developing a Business Recycling Program

## 2. Mandatory Recyclables

Have the team begin with a review of the list of mandatory and non-mandatory recyclables and conduct a solid waste assessment. Article XVII of the Rockland County Sanitary Code, and the County Flow Control Law, sets forth those materials that must be separated for recycling. In addition, the Authority maintains a current official list of designated recyclables which is set forth below:

- **Mixed Paper**
- **Yardwaste**
- **Tires**
- **Commingled Containers**
- **Scrap Metals**
- **Clean Wood Waste (e.g.; pallets)**
- **Uncontaminated Concrete and Asphalt**

Paper Recycling	Container Recycling	Not Recyclable	
Newspapers & Inserts Direct Mail, Coupons & Envelopes Smooth & Corrugated Cardboard Office, Notebook & Ledger Paper Envelopes (all colors & sizes) Computer, Fax & Photo Copy Paper (all colors) Glossy Magazines & Catalogs Soft Covered Books & Telephone Books Brown Grocery Bags Non-metallic Wrapping Paper & Greeting Cards Shredded Paper (place in paper bags)	Food & Beverage Containers Plastic Containers with a Recycling Code #1,2,4,5,7 Aluminum Cans Aluminum Foil Disposable Aluminum Products Metal Cans Empty Aerosol Cans Green, Clear & Brown Glass Bottles & Jars Paper Food & Beverage Cartons Juice Boxes	<u>NO</u> paper soiled with grease, paint, etc. <u>NO</u> wax-coated paper or cardboard <u>NO</u> paper cups <u>NO</u> tissues, napkins or paper towels <u>NO</u> paper packaging with layers of plastic or foil <u>NO</u> hard covered books (remove covers then recycle) <u>NO</u> SHARPS or medical waste <u>NO</u> electronics or batteries	<u>NO</u> plastic bags or film plastics <u>NO</u> pots, pans, bowls, utensils, or other cookware <u>NO</u> ceramic plates or cups <u>NO</u> containers that held a toxic substance <u>NO</u> hangers <u>NO</u> plastic utensils <u>NO</u> styrofoam <u>NO</u> appliances <u>NO</u> toys or clothing <u>NO</u> lightbulbs
<b>Place with your paper recycling</b>	<b>Place with your container recycling</b>	<b>Reuse or trash these items</b>	

Note: The list of mandatory recyclables may be amended, please check the website for latest updates.

# Developing a Business Recycling Program

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## Non-Mandatory Recyclables

- 20 lb. Propane tanks\*
- Antifreeze\*
- Batteries\*
- Cell phones & beepers\*
- Fluorescent light bulbs\*
- E-waste (computers & electronics)\*
- Food waste
- Manufacturing by-products
- Mercury thermometers\*
- Motor oil and filters\*
- Printer cartridges\*
- Renderings
- Shrink wrap
- Small Freon appliances\*
- Smoke detectors\*

**Note - In many cases the byproducts of manufacturing and service industries are recyclable. Contact the Authority for assistance with identifying additional waste streams for recycling.**

\*These items are accepted without charge from residential dwellings at the Authority's Household Hazardous Waste Facility and for a fee from Conditionally Exempt Small Quantity Generators. (See *CESQG, Appendix F*)

# Developing a Business Recycling Program

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## 3. Waste Assessment

### THE COMPOSITION OF THE BUSINESS'S WASTE STREAM

A visual inspection of bins/dumpsters should be conducted to determine the type, quantity, and source of the business' waste.

#### Type

- Mixed Paper (see list on page 5)
- Commingled Containers (see list on page 5)
- Scrap metals/white goods
- Other materials such as food waste, other plastics, and general trash (see list on page 7)

#### Quantity

- Ratio of types of recyclables to trash and/or amount of each recyclable as a percentage of the entire waste stream

#### Source

- Offices, manufacturing, food service, customers, etc.

Information from the waste assessment will be valuable for considering hauler services; specific materials targeted for recycling; and recycling bin types, sizes, and placement. Waste assessments should be performed periodically, and the data maintained on file, as part of an ongoing evaluation of the success of the recycling program.

*(See Waste Assessment Form, Appendix A)*

Armed with information from your waste assessment and the materials targeted for recycling, it is time to contact your hauler to discuss collection, rates, and schedules.

# Developing a Business Recycling Program

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## 4. Hauler Services

### EXISTING AGREEMENTS

Based on your solid waste assessment, make separate lists of mandatory and targeted recyclables to discuss with the hauler. Review your existing business and hauling agreement to determine the entire scope of hauling services that are included in your current contract. For example, does your hauling agreement include pick up of recyclables?

### PROPOSED SERVICES

Have the hauler explain the types and cost of additional recycling services that may become necessary.

Together with the hauler determine:

- The quantity, size, type and placement of outside containers and dumpsters for each type of material
- The frequency of collection needed for each type of material
- Discuss reduced fees for downsizing trash dumpsters and for scheduling less frequent collections

*Tips:*

*The **avoided cost** of trash disposal may equal or offset recycling costs, e.g., \$76.00 per ton for trash disposal versus no charge for disposal of many recyclables.*

*The sizes of dumpsters and frequency of collection must be coordinated with available storage space.*

### Questions to ask your hauler:

- Cost per pickup?
- Cost per container?
- Cost for extra pickups?
- Provisions and costs to reduce waste pickups or container sizes and increase recycling pickups or container sizes?
- Fuel surcharges?
- Pass along taxes or fees?

# Developing a Business Recycling Program

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## 5. Bin Procurement and Placement

Based on the solid waste assessment, procure recycling and trash bins of adequate sizes, style, and color using the following color guide for easy identification:

■ **Mixed Paper – Blue**    ■ **Commingled Containers – Green**    ■ **Trash – Grey**

**Reminder:** Include the custodial staff in planning recycling systems and equipment purchase.

Bins should be placed strategically at indoor and outdoor locations. Recommended locations include:

### INDOOR CONTAINERS



- Main Offices: small bins for paper at or near desks and bins for paper and containers in common areas around office
- Photo Copy Area: large bin for paper at printer/copier
- Meeting and Conference Rooms: separate bins for containers, paper and trash
- Hallways, Doorways and Lobby Areas: separate or multi-compartment bins for paper, containers, and trash
- Cafeteria: separate or multi-compartment bins for containers, and trash
- Restrooms: trash bin only
- Kitchen: bins for containers and trash

\*Those generating large volumes of cardboard should consider creating a designated area for storage of flattened material.

### OUTDOOR CONTAINERS



- Building Front: multi-compartment bins for paper, containers, and trash in an appropriate area
- Recreation Areas: multi-compartment bins for paper, containers, and trash around eating areas

- **Follow local fire and safety requirements for types and placement of receptacles**
- **For bin sizes, styles, colors and manufacturers see Appendix B**

## Developing a Business Recycling Program

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### 6. Signage and Decals

#### DECALS AND SIGNS

Decals and signs clearly identify the materials to be recycled and the correct bins for collecting recyclables and trash.

- Attach recycling and trash decals to bins (see below)
- Place graphic recycling and trash signs on walls near bins (see *Sample Signs, Appendix C*)
- Signs and decals are high visibility reminders for employees and customers to recycle

The condition of signs and decals should be checked periodically.



#### Decals



#### Decal Colors

■ Containers – Green

■ Paper – Blue

■ Trash – Grey

# Developing a Business Recycling Program

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## 7. Solid Waste Reduction and Reuse

### REDUCE and REUSE WASTE

A successful business recycling program must include waste reduction and reuse. They save energy, reduce landfill use and may generate revenue.

Ways to reduce and reuse waste include:

- Calculating quantities of supplies needed and purchasing only what is necessary
- Saving paper by printing and copying on both sides (duplex); reducing spacing, margins, and type size; and eliminating unnecessary copies by sharing documents or using electronic review
- Repairing and re-using equipment rather than replacing
- Using rechargeable batteries
- Saving and re-using packaging items such as boxes, bags, foam peanuts, and shredded paper
- Stopping unwanted direct mail by
  - Contacting direct mail list services
  - Sending business replies back to vendors stating, "Take our name off mailing list."
  - Registering with a do not mail web site such as <https://www.directmail.com/>
- Provide and/or encourage the use of re-usable shopping bags
- Using re-usable beverage mugs, plates, and utensils
- Using hand operated tools/appliances when practical
- Sharing office equipment and supplies when practical

# Developing a Business Recycling Program

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## 8. Tracking

### MONITORING THE RECYCLING PROGRAM

The “Volume-to-Weight Conversion Table” can be used to estimate the weights of waste materials collected (*see Appendix D*).

This data may be recorded on the “Weekly Recycling Volumes” form (*see Appendix E*) and may be used to:

- Establish baseline of tonnage/volume of each material from the initial waste assessment
- Maintain records of collections for each type of recycled material and trash
- Evaluate the success of the business’ recycling program by comparing month-to-month tonnage of waste collected
- Identify what is working and where opportunities for improvement exist
- Calculate the business’ cost/benefit from the increasing volumes of recyclables and the decreasing volumes of trash
- Generate reports for company records and as proof of compliance with recycling/solid waste laws
- Provide reports to upper management and for company’s use
- Provide data for possible recognition in local, state and national recycling awards

# Developing a Business Recycling Program

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## 9. Educating Employees and Publicity

Educating employees – communicating plans for the recycling program:

- Provide staff with the company's recycling policy and remind employees that all must participate
- Clearly define what each employee's role and responsibility will be in the company's recycling program
- Provide training for existing and new employees to sustain the recycling program (Larger businesses may benefit by conducting training by department.)
- Assure employees that their efforts and feedback will be encouraged, valued, and acknowledged
- Create incentives—non-monetary awards, such as “Recycler-of-the-Month”
- Include periodic updates and reminders in company emails, memos, newsletters, and bulletin boards

Publicity – “Green business is good business”

- Recycling decals, color coded bins, and recycling signs are effective ways to send a message that the company is serious about recycling
- Displaying recycling awards proudly is good public relations and will send a positive message to customers
- Press releases, announcements in local newspapers, on websites, and in conservation publications are also valuable

# Developing a Business Recycling Program

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## 10. Implementing the Recycling Program

- Implement the recycling program gradually – introduction of the program should not be overwhelming
  - If necessary start with a simple pilot program for a targeted material – such as paper
- Announce a scheduled company wide kick-off event for implementation of the full recycling program and involve the entire staff
- Begin recycling!

### **Tips to Get Staff Involved**

-  Lead by example
-  Demonstrate the value of recycling to the business
-  Provide incentives (not necessarily monetary)
-  Advertise successes
-  Establish friendly competition between departments
-  Remind employees it's the law

# Rockland County

## Solid Waste Management Authority

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### Integrated Solid Waste Management Facilities

The Rockland County Solid Waste Management Authority has constructed a network of state of the art full-service waste management facilities. They achieve a coordinated approach to properly manage the solid waste produced by each municipality, business, and institution. The facilities include:

- **Materials Recovery Facility (MRF):** Aggregates and resells county recyclable materials including mixed paper and mixed containers.
- **Co-Composting Facility:** Processes biosolids and clean wood waste into rich compost.
- **Yardwaste Composting Facilities:** Produces leaf compost and wood mulch.
- **Concrete and Asphalt Recycling Operations:** Processes concrete and asphalt for recycling.
- **Household Hazardous Waste Facility (HHW):** Free drop-off facility for residents; and Conditionally Exempt Small Quantity Generators for a fee.
- **Transfer Stations:** Aggregates regional Municipal Solid Waste (MSW) for shipment to landfills.
- **Environmental Education Center:** Educational presentations, views of recycling operations, and interactive exhibits. Group tours available.
- **Administrative Offices:** Office space for Authority staff to support operations.

# Rockland County Solid Waste Management Authority

## Facility Locations and Acceptable Materials

FACILITY LOCATION	SERVING	HOURS OF OPERATION*	CLEAN WOOD WASTE	CONCRETE & ASPHALT	RECYCLABLES	YARDWASTE	LEAVES ONLY	SCRAP METAL	TIRES	TRASH
<b>BOWLINE</b> Beach Road Haverstraw (845) 429-1823	<b>Towns:</b> Stony Point & Haverstraw <b>Villages:</b> Haverstraw, Pomona, West Haverstraw	<b>Mon - Fri</b> 7:00 am - 3:00 pm <b>Sat</b> Closed								
<b>CLARKSTOWN</b> Rt. 303 West Nyack (845) 358-2423	<b>Towns:</b> Clarkstown & Orangetown <b>Villages:</b> Grand View, Nyack, Piermont, South Nyack, Upper Nyack	<b>Mon - Fri</b> 7:00 am - 4:00 pm <b>Sat</b> 7:00 am - 12:00 pm								
<b>HILLBURN</b> Torne Valley Road Hillburn (845) 753-2240	<b>Towns:</b> Ramapo <b>Villages:</b> Airmont, Chestnut Ridge, Hillburn, Kaser, Montebello, New Hempstead, New Square, Sloatsburg, Spring Valley, Suffern, Wesley Hills	<b>Mon - Fri</b> 6:30 am - 4:30 pm <b>Sat</b> 6:30 am - 12:00 am								

**Materials and hours of operation are subject to change. For current information visit our website [www.rocklandrecycles.com](http://www.rocklandrecycles.com) or call 845-753-2200.**

# Rockland County Solid Waste Management Authority

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## Various Rates Apply to the Following Items

- Municipal Solid Waste
- Scrap Metal
- Clean Wood Waste
- Clean Chipped Wood
- Wood Pallets
- Recyclables
- Grass
- Brush
- Leaves
- Tree Stumps
- Mixed yard waste
- Concrete
- Asphalt
- Tires

\*Visit our website for the most current rates

### DELIVERY PROCEDURES

To dispose of waste at the following facilities, please first stop at the scalehouse. The scalehouse operators will determine the total weight of your vehicle and waste. They will then direct you where to go to dispose of your waste. You will then return to the scalehouse to determine the empty weight of your vehicle, and the total weight of waste dumped. This is the tonnage you will be billed on.

Payment must be made by credit card only.

**Materials Recovery Facility (MRF):** All loads of recyclable material coming to the MRF will be screened by the Authority for contaminants or other unacceptable material. Loads containing more than 20% non-recyclable material (by weight or volume) may be rejected at the Authority's sole discretion. Putrescible waste is not acceptable. At the Authority's sole discretion part or all of rejected loads will be disposed of at the Transfer Station at the prevailing MSW disposal rate.

**Co-Composting Facility:** All loads of clean wood (chipped or unprocessed) must be inspected by the Co-Composting Facility operator, who has the authorization to accept or reject all deliveries. Unacceptable material, residue, or contaminated wood must be removed at generator/hauler expense and disposed of at their expense.

**Transfer Station:** All loads of trash must be free of tires, yard waste and other recyclables. Loads must not contain radioactive or other hazardous waste.

# Rockland County Solid Waste Laws

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In drafting and developing this Guide, specific consideration has been given to the laws described below. Adherence to the principles enunciated in this Guide are not just the law, it makes good business sense, and it is the right thing to do.

## **Article XVII of the Rockland County Sanitary Code, Separation of Non-Offensive Materials**

Article XVII of the Rockland County Sanitary Code is a regulation that requires source separation and segregation of non-offensive materials, including mixed paper, cardboard, commingled containers, construction and demolition debris, yard waste and scrap metal from putrescible, infectious, and other offensive solid waste by county residents and businesses. This regulation was promulgated by the Rockland County Department of Health (“Department of Health”) and became effective on May 1, 2000, and **remains in effect**.

In addition to the separation requirements, Article XVII mandates submission of a Non-Offensive Materials Plan Form by persons (other than homeowners) who own or operate a facility of 10,000 sq. ft. or more, or who employ fifteen or more employees, or who own or operate an apartment, condominium or townhouse complex with three or more dwelling units.

This requirement is annual for employers with 100 or more employees and every five years for employers with 15-99 employees. Forms are available from the Department of Health. For additional information, contact Kathleen Smith at 845-364-2086 or visit the Department of Health website at <http://rocklandgov.com/departments/health/a-z-index/>.

## **Chapter 350 of the Laws of Rockland County, Flow Control Law**

Chapter 350 of the Laws of Rockland County, also known as the Flow Control Law, regulates county-wide collection and disposition of solid waste and recyclables including garbage, recyclables, construction & demolition debris, and yard waste generated in Rockland County. This law was duly enacted by the Rockland County Legislature on May 20, 2008.

The County Flow Control Law requires regulated materials generated within the county be delivered to designated publicly owned solid waste facilities. The law seeks to increase the rate of recycling in the county and provide for the safe and environmentally sound handling and disposal of the solid waste generated within the county. (*See County Flow Control Map, Appendix G*)

This local law is enforced by the Department of Health. For additional information, contact Kathleen Smith at 845-364-2086 or visit the Department of Health website at <http://rocklandgov.com/departments/health/a-z-index/>.

# Glossary

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Authority: Rockland County Solid Waste Management Authority, a public benefit corporation organized and existing under the Rockland County Solid Waste Management Authority Act, Title 13-M of Article 8 of the Public Authorities Law, Chapter 43-A of the Consolidated Laws of the State of New York, as amended from time to time.

Biosolids: The solids that remain after wastewater treatment. This material is separated from the cleaned water, treated and composted into fertilizer, as a soil amendment, or other beneficial use.

Clean Wood Waste: Untreated and unpainted lumber such as pallets and clean wood chips.

Commingled Containers: Refers to a mixture of aluminum and steel cans, plastic and glass bottles, in one recycling container.

Compost: A mixture that consists largely of decaying organic matter and is used for fertilizing and conditioning soil.

Composting: Use of natural processes to convert organic materials to humus through activity of microorganism in an aerobic environment.

Construction and Demolition (C&D) Debris: Solid waste resulting from construction, remodeling, repair, demolition of structures, and road building, which is generated within the County. Such wastes include but are not limited to bricks, concrete and other masonry materials, lumber, and asphalt, as designated by the Authority, and modified from time to time, by resolution.

County: The County of Rockland.

Designated Facility: Publicly owned solid waste facility(ies) and/or any solid waste facility(ies) owned and/or operated by the Authority, and designated by the Authority for acceptance or disposal of yard waste, solid waste, construction and demolition debris, scrap metals, and/or recyclables, including but not limited to transfer stations, materials recovery facilities, drop off centers, and resource recovery facilities.

Dumpster (Container): Container used for the purpose of temporarily holding construction and demolition debris, solid waste, scrap metals, or recyclables and which generally ranges in size from ½ cubic yard to 40 cubic yards.

E-waste: Discarded electronic equipment, such as computers and peripherals, entertainment electronics, mobile phones, and other consumer electronics.

Hauler: Each such individual or carting company, or any municipality providing such collection service, authorized by a valid permit issued by the department of health to collect, pickup, remove, transport and/or dispose or cause to be collected, picked up, removed, transported or disposed any yard waste, solid waste, construction and demolition debris, scrap metals, and/or recyclables generated within the county and placed at curbside or other designated area for collection by such hauler.

Materials Recovery Facility (MRF): Any designated facility where designated recyclables are received and processed.

Municipality: The County, any village, town, city, school district, special district, or public authority located in the County, or any combination thereof.

Office paper: Includes ledger, computer and bond papers.

Putrescible: The material in question is capable of undergoing the process of decomposition resulting in the formation of malodorous byproducts.

Recyclables: Any material generated within the County and which under any applicable law, is not hazardous and which is designated to be separated from the waste stream to be recycled.

Recycling: The process of collection, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste, and return them to the economic mainstream in the form of raw material for new or reconstituted products which meet the quality standards necessary to be used in the marketplace.

Scrap Metals: White goods (stoves, refrigerators, washing machines, dishwashers, and hot water heaters), metal furniture, recognizable and uncontaminated metal vehicle parts (excluding mufflers and catalytic converters and parts that contain fluids or motor oils), metal pipes, bed frames, metal sheds and other metal objects, generated within the County and which has been discarded or rejected as being spent, useless, worthless, or in excess to the owners at the time of such discard or rejection, having served their intended use.

Solid Waste: Unwanted or discarded solid materials: trash, garbage and rubbish.

Source separation: The act of segregating recyclable or compostable materials from other materials in the waste stream at the point of generation.

Tires: Tires from cars and trucks and their casings.

Waste reduction: The combined efforts of waste prevention, reuse, composting and recycling practices. (Note: Some organizations use this term synonymously with waste prevention, while others do not.)

Yard Waste: Grass clippings, leaves, and cuttings from shrubs, hedges, and trees.

# Appendices

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# Appendix A

## Waste Assessment Form

**Instructions:**

1. Divide workplace into sections such as offices, production, food prep, etc.
2. Collect material from each section and combine in one large container.  
Note: If material is already separated, it is not necessary to combine materials.
3. Establish the size of the large container used to collect materials and determine the percentage of the total volume occupied by all the waste (% full).
4. Separate materials in the large container by type and determine the percentage of each type of waste – percentages must equal 100%.
5. Enter all information onto audit form.

**Sample Waste Assessment:**

LOCATION	# OF BINS	BIN SIZE	% FULL	MATERIALS	NOTES ON MATERIAL
First Floor – Office	1	55 gal	75	Mixed Paper	Office paper, mags., boxes
	1	32 gal	75	Containers	Cans & bottles
	1	32 gal	50	Trash	Food wrap
				Scrap Metals	
				Yard Waste	
				C&D	

Information/data on this form can be converted into tonnage using the “Volume-to-Weight Conversion Table” – Appendix E



## Appendix B

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### Recycling Bin Vendors

The following list of vendors is provided for your convenience only and does not constitute or imply an endorsement, recommendation, or favoring by the Authority and the list is not meant to be exhaustive.

Rubbermaid Commercial Products  
[www.rubbermaidcommercial.com](http://www.rubbermaidcommercial.com)  
800-347-9800

Grainger, Inc.  
[www.grainger.com](http://www.grainger.com)  
800-237-3174

Recycling Products, Inc.  
[www.recyclingproducts.com](http://www.recyclingproducts.com)  
800-875-1735

Jedstock, Inc.  
[www.jedstock.com](http://www.jedstock.com)  
908-754-0404

SCL A1 Plastics  
[www.scla1.com](http://www.scla1.com)  
800-777-0979

The Fibrex Group  
[www.fibrexgroup.com](http://www.fibrexgroup.com)  
800-346-4458

Suburban Equipment Co.  
[www.subeq.com](http://www.subeq.com)  
888-832-8080

Busch Systems International  
[www.buschsystems.com](http://www.buschsystems.com)  
800-565-9931

Wausau Tile Pavers  
[www.wausautile.com](http://www.wausautile.com)  
800-388-8278

Schaefer Systems International  
[www.ssi-schaefer.us.com](http://www.ssi-schaefer.us.com)  
800-876-6000

Midpoint International, Inc.  
[www.midpoint-int.com](http://www.midpoint-int.com)  
888-646-4246

Toter, Inc.  
[www.toter.com](http://www.toter.com)  
800-424-0422

Orbis  
[www.orbiscorporation.com](http://www.orbiscorporation.com)  
800-890-7292

Tulip Corporation  
[www.tulipcorp.com](http://www.tulipcorp.com)  
716-282-1261

Windsor Barrel Works  
[www.windsorbarrel.com](http://www.windsorbarrel.com)  
800-527-7848

Also try these websites:  
[www.recycle.net](http://www.recycle.net)

[www.grn.com](http://www.grn.com)



## Appendix C

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### Sample Signs



## Appendix C

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### Sample Signs (cont'd)



## Appendix C

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### Sample Signs (cont'd)



# Appendix D

## Volume-to-Weight Conversion Table

(The following Appendix is an excerpt from the EPA document, *Business Guide for Reducing Solid Waste*; EPA/530-K-92-004; November 1993.)

### Volume-to-Weight Conversion Table

The volume-to-weight conversion table presented on the following pages is a compilation of several sources. Materials converted from volume to weight include paper (high-grade and other), glass, plastic, metals, organics, and other materials (e.g., tires and oil).

It is important to note that although the weight (density) figures presented here are useful for determining rough estimates, they will not be as useful when precise measurements are required. Differences in the way a material is handled, processed, or in the amount of moisture present can make substantial differences in the amount a particular material weighs per specified volume. Because of these differences, it will be important to actually sort and weigh materials in your program whenever precise measurements are needed (e.g., recycling contract agreements).

Category	Material u/c = uncompacted/ compacted & baled	Volume	Estimated Weight (in pounds)
<b>High-Grade Paper</b>	<i>Computer Paper:</i>		
	Uncompacted, stacked	1 cu. yd.	655
	Compacted / baled	1 cu. yd.	1,310
	1 case	2800 sheets	42
	<i>White Ledger:</i>		
	(u)stacked / (c)stacked	1 cu. yd.	375-465 / 755-925
	(u)crumpled / (c)crumpled	1 cu. yd.	110-205 / 325
	Ream of 20# bond; 8- 1/2 x 11	1 ream = 500 sheets	5
	Ream of 20# bond; 8- 1/2 x 14	1 ream = 500 sheets	6.4
	White ledger pads	1 case = 72 pads	38
	<i>Tab Cards:</i>		
	Uncompacted	1 cu. yd.	605
	Compacted / baled	1 cu. yd.	1,215-1,350

## Appendix D

### Volume-to -Weight Conversion Table (cont'd)

Category	Material u/c = uncompacted/ compacted & baled	Volume	Estimated Weight (in pounds)
<b>Other Paper</b>	<i>Cardboard (Corrugated):</i>		
	Uncompacted	1 cu. yd.	50-150
	Compacted	1 cu. yd.	300-500
	Baled	1 cu. yd.	700-1,100
	<i>Newspaper:</i>		
	Uncompacted	1 cu. yd.	360-505
	Compacted	1 cu. yd.	720-1,000
	12" stack	--	35
	<i>Miscellaneous Paper:</i>		
	Yellow legal pads	1 case = 72 pads	38
	Colored message pads	1 carton = 144 pads	22
	Self-carbon forms; 8-1/2 x 11	1 ream = 500 sheets	50
	<i>Mixed Ledger/Office Paper:</i>		
	Flat (u/c)	1 cu. yd.	380 / 755
	Crumpled (u/c)	1 cu. yd.	110-205 / 610
<b>Glass</b>	<i>Refillable Whole Bottles:</i>		
	Refillable beer bottles	1 case = 24 bottles	14
	Refillable soft drink bottles	1 case = 24 bottles	22
	8 oz. glass container	1 case = 24 bottles	12
	<i>Bottles:</i>		
	Whole	1 cu. yd.	500-700
	Semi-crushed	1 cu. yd.	1,000-1,800
	Crushed (mechanically)	1 cu. yd.	1,800-2,700
	Uncrushed to manually broken	55-gallon drum	300

## Appendix D

### Volume-to -Weight Conversion Table (cont'd)

Category	Material u/c = uncompacted/ compacted & baled	Volume	Estimated Weight (in pounds)
<b>Plastic</b>	<i>PET (Soda Bottles):</i>		
	Whole bottles, uncompacted	1 cu. yd.	30-40
	Whole bottles, compacted	1 cu. yd.	515
	Whole bottles, uncompacted	gaylord	40-53
	Baled	30" x 62"	500-550
	Granulated	gaylord	700-750
	8 bottles (2-liter size)	--	1
	<i>HDPE (Dairy):</i>		
	Whole, uncompacted	1 cu. yd.	24
	Whole, compacted	1 cu. yd.	270
	Baled	32" x 60"	400-500
	<i>HDPE (Mixed):</i>		
	Baled	32" x 60"	900
	Granulated	semi-load	42,000
	<i>Odd Plastic:</i>		
	Uncompacted	1 cu. yd.	50
	Compacted / baled	1 cu. yd.	400-700
	<i>Mixed PET &amp; HDPE (Dairy):</i>		
	Whole, uncompacted	1 cu. yd.	32
<b>Metals</b>	<i>Aluminum (Cans):</i>		
	Whole	1 cu. yd.	50-75
	Compacted (manually)	1 cu. yd.	250-430
	Uncompacted	1 full grocery bag 1 case = 24 cans	1.5 0.9
	<i>Ferrous (tin-coated steel cans):</i>		
	Whole	1 cu. yd.	150
	Flattened	1 cu. yd.	850
	Whole	1 case = 6 cans	22

## Appendix D

### Volume-to -Weight Conversion Table (cont'd)

Category	Material u/c = uncompacted/ compacted & baled	Volume	Estimated Weight (in pounds)
<b>Organics</b>	<i>Yard trimmings*:</i>		
	Leaves (uncompacted)	1 cu. yd.	200-250
	Leaves (compacted)	1 cu. yd.	300-450
	Leaves, vacuumed	1 cu. yd.	350
	Grass clippings (uncompacted)	1 cu. yd.	350-450
	Grass clippings (compacted)	1 cu. yd.	550-1,500
	Finished compost	1 cu. yd.	600
	<i>Scrap Wood:</i>		
	Pallets	--	30-100 (40 avg.)
	Wood chips	1 cu. yd.	500
	<i>Food Waste:</i>		
	Solid / liquid fats	55-gallon drum	400-410
<b>Other Materials</b>	<i>Tires:</i>		
	Car	1 tire	12-20
	Truck	1 tire	60-100
	Oil (Used Motor Oil)	1 gallon	7

# Appendix E

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## Weekly Recycling Volume

### WEEKLY RECYCLING VOLUMES FORM

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Week of: \_\_\_\_\_

<b>Materials</b>	<b>Estimated Weekly Tons</b>	<b>Pulls per Week</b>	<b>Cost</b>
Trash			
Mixed Paper			
Cardboard			
Containers			
Scrap Metals			
Yardwaste			
C & D Debris			

## Appendix F

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### Conditionally Exempt Small Quantity Generators

In order to be a CESQG, you must meet **all** of the following conditions:

- Generate no more than 100 kilograms (220 pounds) per month of listed and/or characteristic hazardous waste
- Generate no more than 1 kilogram (2.2 pounds) per month of acutely hazardous waste
- Store no more than 1000 kilograms (2,200 pounds) of listed and/or characteristic hazardous waste
- Store no more than 1 kilogram (2.2 pounds) of acutely hazardous waste. If your business is classified as a conditionally exempt small quantity generator, you:
  1. must identify all hazardous waste that you generate. You are responsible for knowing which of your wastes would be classified as hazardous and what the correct waste codes are for the hazardous wastes
  2. cannot store more than 1000 kg of hazardous waste on-site at any time, but there are no time limits for storage
  3. must ensure delivery of your hazardous waste to a DEC-approved facility that is one of the following:
    - A. A state or federally regulated hazardous waste management treatment, storage, or disposal facility. Part 364 haulers can also deliver to these facilities
    - B. You can deliver the waste yourself to any department-approved facility authorized to manage municipal or industrial solid waste. For example, some landfills will take dry paints and still bottoms. Municipal incinerators may be able to take waste materials such as paint thinners, and some solvent formulations. You must obtain prior approval from these facilities
    - C. A facility that uses, reuses, or legitimately recycles the waste. If you are recycling or treating the waste yourself, please call DEC at (518) 402-8633 if you need more information on hazardous waste treatment or recycling
    - D. A permitted household hazardous waste collection facility that accepts CESQG waste.
    - E. A universal waste handler or destination facility subject to the universal waste requirements of 40 CFR Part 273. (Universal wastes are wastes such as certain batteries, recalled or collected pesticides, mercury-containing thermostats, or fluorescent lamps and ballasts)

**Additional regulations for CESQG may be found at the USEPA web site**  
<http://www.epa.gov>

**For delivery instructions call the HHW Hotline (845) 364-2444**

# Appendix G

## County Flow Control Map

