

State recycling requirements apply to everyone in Connecticut, including the small business owner!

***Everyone must recycle.***

It may seem that your business generates little waste and that recycling such a small amount would benefit no one. However, there are approximately 87,000 small business establishments in Connecticut, and as a group, the waste you generate adds up and by recycling *you can make a difference.*



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State of Connecticut DEP

# Recycling Reminder

for small  
businesses



Connecticut Department of Environmental Protection  
Bureau of Materials Management and Compliance Assurance  
Source Reduction & Recycling Program  
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Hartford, CT 06106-5127  
(860) 424-3365  
[www.ct.gov/dep](http://www.ct.gov/dep)



# Why Recycle?

- Recycling helps protect your health as well as the environment
- Reduces air and water pollution
- Reduces greenhouse gas emissions
- Saves energy
- Conserves precious natural resources, since less raw material need to be extracted and processed
- Reduces the amount of waste that must be disposed at incinerators or landfills
- Small businesses matter- research has indicated that nationwide, offices with fewer than 50 employees generate nearly 40% of discarded printing and writing paper
- According to the Environmental Defense Fund, the average office worker uses 10,000 sheets of paper each year—and the effects of producing and not recycling all that paper add up
- And in Connecticut, *it is the law!*



## Getting started on recycling

### What waste do you generate?

You need to know what type of waste you generate.

- You can do your own waste audit, by simply looking at what is in your trash.
- Or if your waste stream is more complex, you can get someone to do it for you.

The Connecticut Business Environmental Council (CBEC) will do free waste reviews of your small business if you are located in one of the Tunxis project towns. CBEC is a non-profit group of business whose goals include helping other businesses recycle. You can reach CBEC by calling (203) 248-6353.

Based on the information from your waste review or audit:

- first identify ways to reduce the amount of waste your business generates by using reusable and durable products whenever possible
- for the remaining waste, identify the materials that should be recycled.

### Items required to be recycled by all CT businesses— large and small

- High grade white office paper- copy paper, computer paper, office stationery, and memo paper;
- Old corrugated cardboard- corrugated boxes (without a waxed coating);
- Old newspaper;
- Glass and metal food containers, non-deposit as well as deposit bottles, cans and used foil trays;
- Leaves- foliage that has fallen from trees;
- Waste oil- from internal combustion engines;
- Lead acid storage batteries- used in cars, automobiles, airplanes, boats, and tractors;
- Scrap metal- items which consist predominantly of metals such as iron, aluminum, brass, copper, lead, chromium, tin, nickel or alloys of these metals, including but not limited to white goods (appliances);
- NiCd rechargeable batteries- both those contained within appliances and those sold individually; and
- Grass- cannot be disposed at landfills. The best way to manage grass is to practice grasscycling by leaving grass clippings on the lawn.



### How will you manage the recyclables in your small business?

- Design a system of containers to collect the material within your facility
- Identify a way to have the materials brought to a recycling processing facility or end market.
- When designing a recycling system for your business, you need to keep in mind that you **cannot mix the mandated recyclables with trash** and have your hauler pick out the recyclables.
- If your landlord provides custodial services and trash pick-up, he or she also needs to provide for recycling. In such cases you need to work with your landlord to assure that a recycling program is implemented.
- When leasing space or renewing a rental agreement make sure that recycling is part of that agreement.
- If your landlord does not provide trash pick-up and your business provides for its own trash pick-up, you might first check with your hauler - he or she may have a cost-effective way for you to get your recyclables to a recycling facility.



### Other Suggestions:

- Check with your municipal recycling coordinator to see if your town has a recycling drop-off site or some other program to help the small businesses in your town recycle.
- If one does not exist, work with your town and other businesses to:
  - Establish recycling drop-off sites in convenient-to-use areas
  - Allow small businesses to use existing residential recycling drop-off sites
  - Establish cooperative recycling programs for joint pick-up and marketing of recyclables from small business.

