

September 8, 2005

To: All State Department/State Agency Recycling Contacts:

# Recycling Reminder

- *Recycling should be a way of life at your agency. (It's good for the environment and in CT, it is the law.)*
- *Your FY2005 (7/1/04-6/30/05) annual recycling report is due at DEP's Recycling Office **by October 1, 2005.***

Since the state agency annual recycling report form does not change year-to-year, you should keep a copy of the reporting form on-hand. However, just in case you don't have one - enclosed please find copies of the reporting forms. As in the past, we suggest that you **please save blank copies of the forms to use for future reports.**

A separate form should be completed and submitted for each facility for which your agency or department has care, control or supervision. As was the case in previous years, you have a choice of either submitting the regular version of the form (requires actual weight of material recycled) or an "alternative" version of the form (allows amounts to be estimated by volume). Regardless of which form you complete, **identification of the recycling or processing facility receiving your recyclables is of critical importance.** As a courtesy to the municipal recycling coordinator for the city or town in which your facility is located, please send the coordinator a copy of the completed form as well.

### A Quick Recycling Refresher :

Your agency, like every business and institution in the state, is required to recycle their: glass and metal food containers, scrap metal, old newspapers, old corrugated containers, leaves (should be composted), waste oil, lead acid storage batteries, NiCd rechargeable batteries, and high grade white office paper. As of October 1998, grass clippings have been banned from disposal at landfills and resource recovery facilities. The DEP recommends grasscycling i.e. leaving the grass clippings in place. If the town in which your facility is located has additional recycling requirements, i.e. magazines, plastic containers, beverage cartons, etc. - **you must assure that your facility is in compliance with those additional municipal recycling requirements as well.**

**And remember, keep on:**



**See next page for more information**

# ALL WASTE INC.

## Single Stream Recycling

Effective immediately, please place the following types of recyclable products directly into the single-stream dumpster and it will be recycled:

- White paper
- Colored Paper
- Envelopes, including Window Envelopes
- Magazines
- Catalogs
- Manila file folders
- Phone Books
- Post it notes
- Copy paper
- NCR (non carbonless) paper
- Junk mail
- Newspaper
- Cardboard
- #1, #2, #3, #4, #5, #6, #7 plastic bottles/jugs/containers (no motor oil, antifreeze containers)
- Glass bottles - no Pyrex, no china
- Metal cans – Food Grade various sizes. Rinsed.
- Aluminum foil / Aluminum cans
- Aseptic juice / milk cartons – no Mylar juice pouches

Please do not put any of these items into plastic trash bags.

**PLEASE NOTE:** all approved materials, listed above paper/plastic/metal/glass may be placed within your office recycling (blue or gray) containers as these will be emptied into the same dumpster and will be recycled (hand sorted) at a new state of the art recycling center:

*Thank you for your efforts in reducing waste. We can all do our part!*