

## Recycle these items:

GLASS BOTTLES & JARS

ALUMINUM CANS

TIN, STEEL, BI-METAL CANS

AEROSOL CANS

CORRUGATED CARDBOARD

PLASTIC #s 1,2,3,4,5,6,7

RECHARGEABLE BATTERIES

NEWSPAPER

MAGAZINES

PAPERBACK BOOKS

COMPUTER PAPER

LETTERHEAD

PAPERBOARD BOXES (cereal, etc.)

MILK/JUICE CARTONS & JUICE BOXES

ELECTRONICS\*

*\*Please refer to supplemental UNIVERSAL WASTE RULE  
flyer for additional recyclable items.*



**Galloway Township is an  
EPA WasteWise Partner and Endorser**

*To learn more about this program, go to:*

*[www.epa.gov/epawastewise](http://www.epa.gov/epawastewise)*

***For further information, contact:***

GALLOWAY TOWNSHIP COMMUNITY SERVICES  
COMMUNITY EDUCATION DIVISION

[bfiedler@gtnj.org](mailto:bfiedler@gtnj.org)



**Galloway Township  
Business / Institutional  
Guide to “Greening”**



- ☐ Can you substitute compact fluorescent bulbs for incandescent?
- ◎ *Each 75 watt incandescent bulb that is replaced with a 15 watt compact fluorescent bulb will save you \$50 a year. LED bulbs offer even more savings than CFLs.*
- ☐ Are there areas that are always lit that would benefit by installing motion sensors or timers?
- ◎ *Installing timers or motion sensors in infrequently used rooms will eliminate the need to manually turn off lights and save electricity.*
- ☐ Outside: are there large areas of lawn and exotic plants in the landscape?
- ◎ *Consider creating more naturalized areas with less high-maintenance lawn and more native plantings.*

## Recycling Contracts

When contracting with a private hauler, make sure that they will either pick up curbside recycling separately from solid waste or provide an appropriate number of containers in centralized areas to handle all the recyclables generated in your complex. *These containers should be clearly marked either by the hauler or by your staff.* Under no circumstances should source-separated recyclables be co-mingled with trash by the hauler. Recycling services must be articulated in the contract/billing statements.

Although you will be charged for recycling, you should see a reduction in the cost of your trash, either through the need for a smaller dumpster or less frequent collection.

### COMMERCIAL HAULERS IN GALLOWAY TOWNSHIP\*

Waste Management	1-800-472-7335
EarthTech	1-888-390-2112

CALL TO ARRANGE FOR BOTH SOLID WASTE AND RECYCLING COLLECTION

*\*Partial list only. Consult you phone book for complete listing.*

Atlantic Co. Utilities Authority\*\* 272-6950



Yes, it is the law to recycle; and by now every business and institution in Galloway should be aware of that. Many companies in the Township have found that by recycling and reducing materials that would otherwise become trash, they can actually realize a substantial savings!

*But is isn't just about recycling anymore...in order to further reduce your waste and your carbon footprint, you should also be considering ways to "green" your business.*

Greening Your Business **will not be as difficult as you may think...And the benefits are vast- both to the property and the environment.**

- You can **save** by cutting operational costs through waste prevention, recycling, reuse and conservation.
- You will get **positive publicity**; increasing your business and saving on advertising.
- You will be doing **the right thing**; proving to be a steward of the earth through preserving valuable resources and promoting clean air, water, and less dependence on landfills.

With the approval of management, begin the process with the creation of a "green team". This group should consist of individuals that are proven motivators and should include someone representing every facet of your organization, including administration, clerical staff and facilities management.



## Successful Strategies

### **STAFF TRAINING IS A CRUCIAL PART OF YOUR NEW PROGRAM.**

Both new and veteran employees need specific and ongoing training on waste reduction practices in order to progress. Involve the staff fully; ask the facilities crew their opinion on the best, most efficient way to collect recycling, where and how to store the materials, and when they think materials should be picked up by your hauler. Be sure to recognize those who contribute to the success of the program.

*Get everyone involved! From custodial staff to executives, every individual in your company should understand the program's goals.*

*Make the rules clear...if someone is confused about proper disposal, they are likely to do the wrong thing. List what is recyclable and how to properly separate materials.*

*Distribute information periodically so that all employees are up to date on changes.*

*Post reminder notes in appropriate places; i.e., a flyer over the copy machine to encourage two sided copying.*

*Purchasing agents should be on the lookout for special offers on bulk, recycled-content items.*



## Conduct a Waste Assessment

▣ Problem  
◎ Suggested Solution

Set your green team to the task of identifying shortfalls and evaluating ways to improve them. Call this office for assistance, if needed. We will be glad to come out and make suggestions. All areas of the facility should be examined; offices, meeting rooms, kitchen, retail space and grounds .

- ▣ What and where are recyclable materials being produced on the property? What materials SHOULD you be recycling BY LAW?
- ◎ *Learn what needs to be recycled. Once you know what has to be recycled and where recycled materials occur in the facility, you then need to create space for recycling receptacles in appropriate places. All office spaces should have a can for paper right next to every trash can and next to all copiers. All public spaces should have a receptacle for cans and bottles next to every trash can (by Galloway Ordinance). The kitchen should have a large receptacle for cans and bottles in a central area. All bins should be WELL MARKED.*
- ▣ Are there sufficient recycling receptacles in the outside dumpster area to handle increased materials?
- ◎ See "Recycling Contracts" to learn what is needed for outside source separation of recyclables from trash.
- ▣ Are recycled-content materials being purchased?
- ◎ *Talk to purchasing. In order to "close the loop" in any recycling program, materials with recycled content must be purchased. All computer paper, copier paper, letterhead, envelopes, paper towels, toilet paper should contain recycled material.*
- ▣ Are you taking steps to reduce waste?
- ◎ Buy supplies in bulk whenever possible. Use both sides of the paper when copying. Use reusable mugs, plates and cutlery in the lunchroom. Use inter-office email instead of paper memos.
- ▣ What is happening to computers, etc. when they are being replaced?
- ◎ See *Universal Waste flyer.*