



PENN WASTE, INC.

Recycling Guidelines for Your Organization

Why Choose Penn Waste for Your Recycling Needs?

- We have superior customer service. When you call, you will speak to a live, local customer service representative.
- We are a local company, servicing over 3500 commercial customers in York, Dauphin, Lancaster, and Cumberland counties.
- As more and more customers recycle, we are able to create jobs within our community.
- Our toter and front load recycling services make recycling easy.
- Recycling is the law!

Pennsylvania Act 101

In 1988, Pennsylvania passed PA Act 101 in an effort to reduce waste and increase recycling. Act 101 requires that all municipalities within the state create waste management programs that include recycling. Under the law, commercial establishments (including schools, churches, retailers, offices, non-profits, and others) must recycle according to the plan their municipality has created.



It's Easy!

If you choose to recycle with Penn Waste, you will put your recyclables into a specially designated container.

*Look inside for tips on getting started
and lists of acceptable and non-acceptable items.*

Creating a green community together.



Commercial ♦ Industrial ♦ Waste Reduction Equipment ♦ Recycling Services & Equipment

Local Company. Local Commitment.

Get Started with this Simple Plan

Conduct a Waste Audit:

- What recyclable materials are in your organization's waste stream? Unsure? Contact Penn Waste to see how we can help.

Ask These Internal Collection Questions:

- Where will recycling containers be located? Will there be a container in each office/unit/department? Will there be a container on each floor, or just one container for the entire organization?
- Who will be responsible for helping your organization comply with recycling?
- Who will be responsible for collecting recyclables and putting them out for pick-up by Penn Waste?

Get Everyone Involved:

- A recycling program is most successful when everyone who is part of an organization knows how to recycle. This brochure offers lists of acceptable and non-acceptable items and information on how recyclable material should be prepared for collection.
- Take it a step further and inform all who are involved where they may properly dispose of the recyclable materials they generate. Informing your janitorial and maintenance staff is key to success!

Talk About It:

- **Take pride in recycling!** Report your recycling stats.
- Ask those involved in your organization – employees, volunteers, customers – if they have any good ideas on ways to increase recycling.

Toter Recycling



- All of your recyclables can be mixed together in one recycling toter.
- Items can be loose, but please bag shredded paper in CLEAR plastic bags.
- If you recycle cardboard or paperboard, please break it down, bundle it, and put it next to the toter.
- Please be sure the toter lid closes completely.

Front Load Recycling



- All of your recyclables can be mixed together. For example, you can toss an empty bottle in with paper recyclables.
- Collect recycling in CLEAR plastic bags and put bags into your front load recycling can.
- Please bag shredded paper SEPARATELY in clear plastic bags.
- Please be sure the recycling can lid closes completely. An open or gaping lid is unsafe for Penn Waste drivers.

Please Do Not Block Your Dumpster



Your container MUST be accessible at all times.

An inaccessible waste and/or recycling container may cause a disruption in your service. This may result in an overfilled container on your next scheduled pick-up day or additional pick-up fees.

At Penn Waste, Safety is Our #1 Priority

Overloaded containers are a hazard to your team members *and* ours!

Risks of Overloaded Containers:

- ⚠ Broken glass, nails and other debris scattered on your property causes a risk to everyone.
- ⚠ When we empty your containers, loose heavy objects can easily turn into dangerous projectiles, potentially crashing through our drivers' windshield.

Penn Waste Can Help:

- ✓ We'll educate your team members on how to properly and safely load your container.
- ✓ We can offer options for increasing container size or frequency of service if necessary.



Compactor Recycling

- All of your recyclables can be mixed together. For example, you can toss an empty bottle in with paper recyclables.
- Place all recyclables in your designated compactor.
- Please bag shredded paper SEPARATELY in clear plastic bags.



Penn Waste accepts unlimited amounts of recycling!

Acceptable Items



REV 04/14

METAL:

- Aluminum beverage cans
- Steel food & beverage cans, aerosol cans, paint cans

GLASS:

- Clear, brown, blue, and green glass food & beverage containers

PLASTIC:

- #1 through #7 – *All materials must be thoroughly cleaned before placing them in your recycle container.*

- ✓ *Remove caps/lids*
- ✓ *Rinse thoroughly to remove all contaminants*
- ✓ *It is OK to leave on labels and neck rings*

PAPER, PAPERBOARD & CARDBOARD:

Recycle Any Size. Any Quantity.

Please break down boxes as flat as possible and put them out next to your recycle bin(s) on your pick-up day.

- All sizes of cardboard boxes
- Clean pizza boxes
- Food boxes (i.e. cereal & gelatin boxes)
- EMPTY paper towel and toilet paper rolls
- Paperboard packaging (i.e. tissue boxes)
- Office paper (any color)
- Newspapers and inserts
- Magazines, catalogs, and brochures
- Envelopes & junk mail
- Paper bags
- Phone books & other soft cover books

- ✓ *Remove all packaging (Styrofoam, peanuts, plastic bubble wrap, plastic liners, etc.)*
- ✓ *Flatten ALL boxes*
- ✓ *Bundle all cardboard that does not fit into the recycling bin*
- ✓ *Cover loose paper with heavier items to prevent it from blowing away*
- ✓ *If the weather forecast calls for high winds or wet weather, if possible, keep your paper recyclables until the next week. Wet paper products are difficult to process.*



Our Commitment to the Community

Fast Facts:

- Established March 2000
- We collect over 300 tons of recyclables per day
- We processed 78,000 tons of recyclables in 2012
- 62+ municipalities are serviced via municipal contracts
- We service over 3,500 commercial accounts
- We employ 350+
- We have a fleet of 100+ trucks

Penn Waste is south central Pennsylvania's premier choice for residential and commercial waste and recycling services.

We understand that preserving our world begins at the local level, and we focus on sustainable and environmentally-friendly practices.

Everyone on the Penn Waste team, from our drivers and customer service representatives to the men and women who staff our innovative recycling center, are committed to offering first-class customer service.

- ✓ Penn Waste is committed to educating the community on the benefits of recycling. We strive to make the process as easy and convenient as possible to help all customers maximize their efforts.
- ✓ We are committed to supporting the communities we serve. We are proud to participate in and sponsor local events and support local causes and organizations for the continued development of the areas in which we live and work.
- ✓ We are committed to supporting the growth and development of small businesses throughout south central Pennsylvania. Penn Waste founder and owner, Scott Wagner, is active in the community, supporting causes and legislation that benefit the region's small businesses.

For more information about our company, please visit us at:

www.pennwaste.com



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P.O. Box 3066, York, PA 17402 717-767-4456

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