

# *Waste Reduction at New York State Supermarkets*



New York State Department of Environmental Conservation

Printed on 100% Post-Consumer Recycled Content Paper

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## HOW TO USE THIS RESOURCE GUIDE

This resource guide is designed to:

- ✓ Give New York State supermarket managers and others a quick reference to ideas on saving resources, money and preventing and reducing waste;
- ✓ Present some successful programs;
- ✓ Act as a starting point to find information about specific waste reduction strategies and local contacts.

Use the Table of Contents to find the topics that interest you and your business, read the simple topic summaries, follow up by contacting the listed resources for more information, and start reducing!

## BACKGROUND

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According to our latest numbers, New Yorkers generate over 4.0 pounds of waste per person each day. There is a tremendous cost to both society and the environment to collect and dispose of this waste material. The advent of widespread recycling has changed the way many of us view our trash. Instead of a useless "waste", we have come to realize that much of what we once threw away can be used again many times over.



Each New York State municipality has a local recycling law or ordinance which requires the source separation of recyclables and their own penalties or fines for those people who do not recycle.

Recycling is required for everyone who generates waste in New York State. Recycling is one part of a total solid waste management program; waste reduction and reuse take precedence in a comprehensive solid waste management program.

New York State identifies how best to manage the wastes we all produce in our Beyond Waste - New York State Solid Waste Management Plan which can be found at: <http://www.dec.ny.gov/chemical/41831.html>

### **RECYCLING LAWS THAT IMPACT GROCERY STORES**

Besides your local community recycling law/ordinance, here are other recycling laws to comply with. Complete details on these laws can be found on the websites listed.

**NYS Returnable Container Act - [www.dec.ny.gov/chemical/8500.html](http://www.dec.ny.gov/chemical/8500.html)**

This law requires a deposit on certain beverage containers.



**NYS Plastic Bag Reduction, Reuse and Recycling Act - [www.dec.ny.gov/chemical/50034.html](http://www.dec.ny.gov/chemical/50034.html)**



**NYS Rechargeable Battery Recycling Act - [www.dec.ny.gov/chemical/72065.html](http://www.dec.ny.gov/chemical/72065.html)**



### **LAWS THAT YOU SHOULD BE AWARE OF**

These are laws that may impact your store if you sell rechargeable batteries, cell phones and automobile oil.

**NYS Electronic Equipment Recycling and Reuse Act - [www.dec.ny.gov/chemical/65583.html](http://www.dec.ny.gov/chemical/65583.html)**

**Recycling Wireless Telephones - [www.dec.ny.gov/chemical/8818.html](http://www.dec.ny.gov/chemical/8818.html)**

**Used Oil Law - [www.dec.ny.gov/chemical/8786.html](http://www.dec.ny.gov/chemical/8786.html)**

### **LOCAL BANS**

Some communities, New York City and Albany County, for example, have bans on the use of expanded polystyrene. Other communities have bans on single use plastic bags. Check with your local community for more information.

## INTRODUCTION

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### *WHY SHOULD SUPERMARKETS REDUCE WASTE?*

#### **We Waste A Lot!**



The New York State Department of Environmental Conservation (DEC) estimates that New Yorkers generate more than 25 million tons of municipal solid waste a year. According to a Franklin Associates Study, Grocery Packaging in Municipal Solid Waste, approximately thirteen (13) percent of municipal solid waste is packaging materials from grocery store products. Besides waste from products, grocery stores generate waste from their day-to-day business operations – from food scraps to office paper, cleaning supplies to used equipment and fixtures. This adds up to a lot of waste.

#### **Waste Costs Money!**

Not only does waste use up natural resources, it also cost a lot of money to manage. This is money that your business and communities must spend that increase the price that businesses must charge for products and services.

#### **Good News!**

Grocery packaging's total contribution to the solid waste stream has been declining in recent years. This is due to source reduction measures implemented by manufacturers such as substitution of lighter weight material and elimination of some unnecessary packaging. Also, many supermarkets and related businesses have been developing innovative and sometimes simple ways to reduce waste and save operation costs.

#### **Reducing Waste Makes You (And Us) Look Good!**

Waste reduction is good business! As you know, environmental concerns are “hot” topics with consumers. Because of increased disposal costs and dwindling natural resources, waste reduction is a very smart concept to begin as soon as possible. By applying waste reduction and pollution prevention measures – and making sure your customers know what you are doing – you can improve your image. Consumers feel good patronizing businesses that they believe are environmentally responsible.

### *WHAT ARE YOU WASTING?*

Before setting up a waste reduction program at your business, you need to know exactly what you are throwing into your recycling bins and dumpsters. To accomplish this requires a determination of supplies and materials that you buy, the quantity and efficiency of the materials you use, and how you dispose of those materials after they have served their purpose. This review of waste generation practices is called, depending on your preference, a waste audit, a waste assessment, or a waste characterization study.

The waste audit can be as simple as an observant walk through your store and its offices; or as complex as providing a detailed review of all purchasing, material use, and disposal habits of the business and its employees. Email [recycling@gw.dec.state.ny.us](mailto:recycling@gw.dec.state.ny.us) for a waste audit guide.

### *BENEFITS*

Whatever methods you choose, your waste audit will give you a better understanding of your use and disposal practices and identify the waste reduction options that can be practically put to use and establish a way for you to measure future successes in your waste reduction program. While you can certainly start many waste reduction measures without a waste audit, an in-depth look at your waste stream will reveal measures that can save the most amount of money and waste.

## **WASTE AUDITS**

Conduct your waste audit by identifying:

- Types and amounts of waste generated on-site;
- Locations of waste and reasons they are generated;
- Ways to reduce those wastes; and
- The real costs of managing the waste including; original cost of materials in the waste stream; the cost of disposal including personnel, record keeping, pollution control, liability, transportation and disposal. You will be surprised at how much money waste disposal costs your business once you start keeping track.

Evaluate your waste reduction, reuse and recycling options and create a plan to implement your findings.

### **INFORMATION RESOURCE**

Waste Prevention Tools at Work, Cornell Waste Management Institute. (607) 255-1187

<http://cwmi.css.cornell.edu/resources.htm>

Business Guide for Reducing Solid Waste, USEPA. RCA Hotline (800) 424-9364 [www.epa.gov](http://www.epa.gov)

Waste Audit Reference Manual, NYSDEC (518) 402-8706 [recycling@gw.dec.state.ny.us](mailto:recycling@gw.dec.state.ny.us)

The KAB Guide to Waste in the Workplace, Keep America Beautiful, Inc. (203) 323-8987 [www.kab.org](http://www.kab.org)

Contact your local recycling coordinator, environmental or waste management agency. Many communities provide waste audit assistance.

## **WHAT GROCERY WASTE NEEDS REDUCING?**

Many New York State businesses have already started recyclable separation programs to comply with mandatory State and local recycling laws. A number of businesses are recycling more than mandated materials. They are finding that they can avoid disposal costs and sometimes make money marketing their recyclables. THAT'S GREAT! KEEP UP THE GOOD WORK! Every bit of waste that's kept out of incinerators and landfills helps. However, it still takes energy and natural resources to reprocess materials for recycling, so preventing waste in the first place is very important and should be pursued.

### **IDEAS FOR WASTE REDUCTION**

- Make double-sided copies whenever possible. This can dramatically reduce your paper usage.
- Instead of making individual copies for everyone, use a routing slip when circulating information to staff, or post notices on a bulletin board. Better yet, establish an electronic bulletin board.
- Use reusable envelopes for interoffice mail.
- If applicable, use electronic mail instead of making hard copies of all communications.
- Request staff remove their name(s) from junk mail lists.
- If possible, limit the number of subscriptions to periodicals and share them. This will reduce both trash and subscription costs.
- Arrange to have a vendor collect and recharge empty laser printer toner cartridges.



- Encourage the reuse of office supplies, i.e. paper clips, rubber bands and brass fasteners, etc.
- Use scrap paper for messages and make your own scrap pads.
- Require suppliers to use reusable packaging and those who deliver products on pallets or in metal drums to take them back.



- Have your cafeteria switch to refillable containers for milk and juice.
- Purchase reusable and washable cleaning cloths, aprons, tablecloths, etc., rather than single-use disposable products.
- Buy institutional sizes of “green” cleaning supplies.
- Buy recycled content paper products, like, copier paper, paper towels, napkins, toilet paper, etc.
- Offer food and beverages products in bulk.

### INFORMATION RESOURCE

Get Off the Junk Mail List - [http://www.directmail.com/directory/mail\\_preference/](http://www.directmail.com/directory/mail_preference/)

Get Off the Catalog Mailing Lists - <https://www.catalogchoice.org/>

WasteWise - <http://www.epa.gov/smm/wastewise/measure-progress.htm>

## REUSE, REUSE AND REUSE IT AGAIN!

Reuse is one of the easiest ways your business can reduce waste and conserve resources. The concept of reuse is so simple; there is not much we need to say about it. Just try to get the most use out of your existing materials and equipment. Also, think of other uses for these materials within your operation. If materials cannot be reused in-house, offer them to other organizations or your customers. You will save on disposal costs.

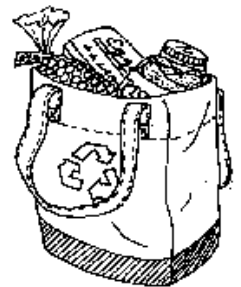
### IDEAS FOR REUSE

- Reuse paper as scrap paper. Have employees save scrap paper in boxes and reuse it for memos, messages, calculations, etc.
- Repair equipment instead of replacing it. Purchase durable supplies and equipment.
- Reuse containers or offer used boxes and containers to customer.
- Purchase washable towels and aprons and use a laundry service. Durable towels also get the job done better.
- Place wood crates or pallets that aren't sent back near the loading dock and encourage local farmers or other customers to take what they need.
- Ask your employees for their ideas!

### REUSE THOSE BAGS!

- Promote the use of reusable bags for groceries. Post signs in the parking lot or offer a rebate when customers bring in their own canvas bags.

NOTE: The NYS Plastic Bag Reduction, Reuse and Recycling Act requires stores that use single-use plastic bags, offer for sale, reusable bags.



## INFORMATION RESOURCES

Delivering the Goods: Benefits of Reusable Shipping, INFORM, Inc. <http://www.informinc.org>

Case Reopened: Reassessing Refillable Bottles, INFORM, a thorough analysis of the environmental, economic and waste saving benefits of refillable container programs. <http://www.informinc.org>

Reusable Packaging Association (RPA) has been collaboration between supply chain partners to promote the environmental, safety, and economic benefits of reusable packaging. <http://www.usereusables.com>

The Northeast Recycling Council, Inc. has resources for businesses <http://www.nerc.org/>

The USEPA has many resources for businesses. <http://www.epa.gov/epawaste/index.htm>

### REFILLABLE CONTAINERS



Fifty years ago, nearly all soft drinks, beers, milk and other beverages were sold in glass bottles returned by consumers and refilled by manufacturers. Today, with the predominant use and convenience of one-way, light weight aluminum and PET plastic containers, only six percent of beverages are packaged as refillables. However, switching to refillable containers, for at least some of your bottled liquid products, can reduce packaging costs, waste, energy use, and air and water pollution.

One of the biggest problems for retailers in a refillable container system is the storage space and resources needed to handle customer returns. However, in New York State, because of the Returnable Container Law, most stores already have procedures in place for accepting returns. If you manufacture store-brand products, consider refillable containers.

### OTHER REFILLABLES

- Many stores now have eat-in or take-out fast food or deli departments and, therefore, should use refillable dispensers for ketchup, mustard and other condiments.
- Install spring water dispensers that customers can use to refill their reusable bottles, jugs or other containers.

## RECYCLING

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All grocery stores must recycle materials that are mandated in their community. A basic recycling program would include paper, metal, glass, and plastic, but there is much more to consider.

### RECYCLING PROGRAM CONSIDERATIONS

**Evaluate Your Current Recycling Program.** Review your current recycling program. Make certain that you are recycling all of the items required by your local law. If you are not, meet with your hauler and janitorial staff to get your business into compliance. Conduct a waste audit to evaluate what waste materials your facility generates and where they are generated.

Remember, if you set up a comprehensive recycling program, your garbage dumpster may not need to be emptied as often. Contact your waste/recycling hauler to discuss changes in your collection frequency. This may save you money.



**Contact Your Municipal Recycling Coordinator.** Your city/town probably collects many recyclable items. Your local coordinator may be able to provide you with information on what is mandated in your community and how to prepare these items. You can find a list of recycling coordinators at [www.dec.ny.gov](http://www.dec.ny.gov)



**Make Waste Reduction and Reuse a Priority.** Reducing waste whenever possible results in even more economic and environmental benefits than recycling. See "Ideas for Waste Reduction and Reuse" for some ideas on how you can reduce waste at your business and save money at the same time.

**Recycling Bins.** Whatever recycling bins you decide to use, you need to make sure they are clearly labeled with what materials are acceptable. **It is also important to have a recycling bin right next to a garbage can (the garbage can should be well labeled, too).** We have found that having them together, reduces contamination. And remember, pictures are worth a thousand words.

**Location, Location, Location!** Place recycling bins (and their companion garbage cans) in locations that are convenient for consumers and employees (offices).

**Educate, Educate, Educate!** Once the initial development and planning are complete, the next step is to devise an educational program that will fit your needs and the needs of your employees and guests. The success of your program will depend on how well informed (and motivated) your employees are. A vigorous educational program will assure a successful recycling program.

**Publicize Program Success.** It is important that everyone have an opportunity to see the results of their efforts. Utilize your employee newsletter or social media to let everyone know how they are doing, i.e., how many tons of paper was recycled, natural resources saved, etc. And let your customers know, too!

**Evaluate Your Purchasing Habits.** For recycling to be successful, we must all work to create markets for those products that are made from recycled materials. All sorts of copy paper, paper products and office supplies are now made from recycled materials. The cost of these products is competitive with products made from new raw materials and quality is not only comparable, but is better in some cases. Purchase these recycled products whenever possible; this helps improve the markets for your recyclables.

**Composting.** Diverting food scraps and yard waste from the waste stream can help reduce your disposal costs. Contact your local community recycling coordinator to see if there is a composting facility near your facility. Starting off with pre-consumer food scraps is the best way to initiate your program, to work out any problems; then you can expand your program and goals.

For more information on setting up or expanding your recycling program, visit [www.dec.ny.gov/chemical/8801.html](http://www.dec.ny.gov/chemical/8801.html)

#### INFORMATION RESOURCES

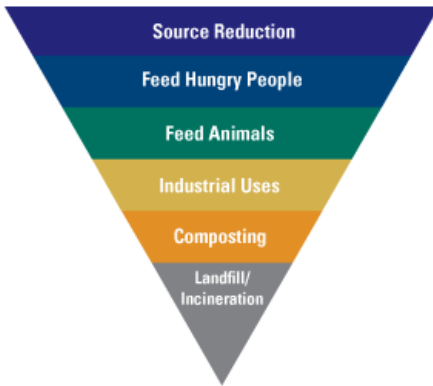
Recycle Grocery Rigid Plastics Guide - The Association of Postconsumer Plastic Recyclers  
[www.plasticsrecycling.org](http://www.plasticsrecycling.org)

An Office Waste Reduction, Reuse, Recycling... Guide NYSDEC  
<http://www.dec.ny.gov/chemical/8801.html>



## FOOD WASTE REDUCTION

Food scraps makes up the second largest component of all the municipal waste thrown away by New Yorkers. With substantial recycling programs in place for other materials, it's no surprise that food scraps are the bulk of the material that grocery stores dispose. Grocery stores have become more efficient at using edible food in soups and other specialty items.



\*While renderers use to pay for meat scraps and grease, this is no longer the case.

\*Unsold excess food can be donated to local food banks or other programs that feed people.

\* Consider recycling your food scraps through composting, anaerobic digestion or other technologies. Composting can be done on-site, or food scraps can be collected and sent to a food waste recycling facility. Check with your local recycling coordinator or NYSDEC to see if facilities exist in your area. Visit Cornell's website for a map of compost facilities in New York State <http://compost.css.cornell.edu/maps.html>

### A SECOND HARVEST IN THE CITY

In New York City, City Harvest operates a fleet of refrigerated trucks which collects food from supermarkets, restaurants, hotels, cafeterias, individuals and even catered parties. They distribute over 150,000 pounds of food a day to shelters and soup kitchens throughout the city. Some donors have established a regular schedule of pick-ups; while others call in when they have food to contribute.

### SOURCE REDUCTION AND PREVENTION SUCCESS STORIES

#### HANNAFORD SUPERMARKETS

Hannaford Supermarkets is a full service grocer with 179 stores in the New England region. As a part of their commitment to sustainability and providing the best food to their customers, they implemented food waste prevention strategies to reduce the amount of surplus food generated. Strategies include fresh truck deliveries every day instead of forecasting out orders and a computer-assisted ordering to order appropriately based on inventory and sales predictions. [Learn more PDF](#) (2 pp, 1.72MB [about PDF](#))

### INFORMATION RESOURCES

USEPA Food Recovery <http://www.epa.gov/foodrecovery/>

Trimming the Fat: Cutting Costs by Reducing Food Waste

<http://www.mass.gov/eea/agencies/massdep/recycle/reduce/trimming-the-fat-cutting-costs-by-reducing-food-waste.html>

Supermarket Composting Handbook <http://www.mass.gov/eea/docs/dep/recycle/reduce/m-thru-x/smhandbk.pdf>

Good Samaritan Act - [www.gpo.gov/fdsys/pkg/PLAW-104publ210/.../PLAW-104publ210.pdf](http://www.gpo.gov/fdsys/pkg/PLAW-104publ210/.../PLAW-104publ210.pdf)

## REDUCING TOXIC MATERIAL USE

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Grocery store employees use many items everyday that contain chemicals or other ingredients that can be hazardous and toxic to people and the environment.

Hazardous substances are classified into four categories – Ignitable, Corrosive, Reactive and Toxic. Besides the obvious chemicals such as those used by in-store photo developers or dry cleaners, hazardous substance can include: bleaches, cleaners, deodorizers, disinfectants, polishes, waxes, insecticide, batteries and aerosols.

Your business should already have programs in place to instruct employees on the safe use of these products. However, businesses should also provide instructions on the proper disposal of used products containing hazardous materials. Many employees may be unaware that some products that may be disposed of legally with household trash are considered hazardous wastes for businesses and must be disposed of in accordance with specific New York State regulations.

The following materials need to be handled properly:

- Fluorescent Bulbs - <http://www.dec.ny.gov/chemical/8787.html>
- Rechargeable Batteries - <http://www.dec.ny.gov/chemical/72065.html>
- Small Quantity Hazardous Waste - <http://www.dec.ny.gov/chemical/60838.html>
- Pharmaceuticals - <http://www.dec.ny.gov/chemical/45083.html>

### **ALTERNATIVES TO HAZARDOUS CLEANING PRODUCTS**



- Less toxic alternatives can reduce operating costs.
- Try to avoid products containing corrosive acids and bases.
- While your first priority is to keep your store clean and disinfected, safer substitutes can be used for small cleaning jobs.
- Cleaning products in aerosol containers can result in much of the product ending up in the air, exposing employees to inhale toxic fumes. Pump sprays are a better alternative.
- Purchase cleaning supplies and materials in bulk.
- Dilute cleaners and disinfectants to use less.

### **INFORMATION RESOURCES**

The Northeast Recycling Council, Inc. (NERC) has resources to assist businesses.

<http://www.nerc.org/>

Call Your Recycling Coordinator Or Regional DEC Office

<http://www.dec.ny.gov/chemical/8511.html>

NYSDEC Small Quantity Generator Hotline - To receive technical assistance on small quantity hazardous wastes generation. (800) 462-6553

## EMPLOYEE INVOLVEMENT/EDUCATION

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The success of any waste reduction program ultimately depends on the cooperation of your employees. All employees, from top executives to temporary workers, should be educated and encouraged to help reduce waste

generation and informed about how this saves money and material resources. Your workers are your best resource. They are in the best position to determine how waste can be reduced.

### **IDEAS**

- Appoint a waste reduction coordinator to monitor your program and keep employees involved, also, appoint a monitor or contact person for each work shift and department.
- Ask for, listen to and incorporate suggestions from the ranks.
- Offer incentives or bonuses for individuals or departments that reduce the most waste or come up with innovative suggestions. Make sure that top-level managers and/or the owner demonstrates a policy that waste reduction is a top priority.
- Provide waste reduction training for employees - just as you would for using new equipment!
- Post waste reduction progress reports and success stories on a bulletin board to inform employees about their achievements and provide encouragement.
- Publish an employee newsletter with useful information on waste reduction.
- Keep track of money saved from reduction, and offer a percentage back to employees. Have a party with some of the funds to recognize success; it will motivate your workers to save you more money!
- Hold special events regularly (such as around Earth Day, April 22 or NY Recycles Day, November 15) to update employees on new procedures.
- Make sure your customers know what you are doing. Publicize your environmental efforts in weekly advertisements, or display exhibits in your stores highlighting your efforts.



If you keep the momentum and keep employees involved, motivate and educated, you may be surprised how environmental awareness will transfer to better overall work performance and employee pride.

<b>INFORMATION RESOURCES</b>
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Waste Reduction, Reuse and Recycling Educational Materials, NYSDEC
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<a href="http://www.dec.ny.gov/chemical/8801.html">http://www.dec.ny.gov/chemical/8801.html</a>
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## **CONSUMER WASTE REDUCTION EDUCATION**

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### **EDUCATING YOUR CUSTOMERS**

Many supermarkets and other business have realized the importance of presenting a positive environmental image to their customers. One of the best ways to accomplish this is to help educate shoppers about environmentally responsible shopping.

Of course, it is sometimes difficult for stores to promote certain products over others. It is also not easy to know which products or packaging are the most environmentally sound—or least wasteful. You need to be careful not to mislead customers.

It is best to focus on a few easy principles when teaching consumers how to reduce waste when they shop. Keep your educational efforts simple and incorporate environmental shopping hints to complement your existing promotional activities.

## SHOPPING WITH WASTE REDUCTION IN MIND

### If Possible, Buy Products With The Least Amount Of Unnecessary Packaging

- Keep in mind, however, that some products must use additional packaging for health and safety reasons.

### Buy Reusable, Recycled Or Recyclable Products And Packaging

- Look for reusable, durable alternatives to single-use products.

- Look for recycled content information on a product or package – buying recycled products help to ensure a market for the material that consumers collect.

- Choose recyclable packaging, such as aluminum, steel, glass containers and certain plastics and paperboard but make sure that the materials is included for recycling in local programs. Some communities are banning problem materials like expanded polystyrene and plastic bags.



#### Buy In Bulk

-Reduce packaging waste by purchasing in bulk. Bulk food bins are available in many supermarkets for items such as nuts, candies, pasta, dried foods, and fresh produce.

#### Buy Larger Sizes

-The largest size package that you can use will save packaging, and often money.

#### Buy Concentrates

-Concentrates reduce waste by not packaging water!

## BUY RECYCLED SUPPLIES

Recycling has made tremendous strides in the last few years. In fact, every community in New York State now has a recycling program in place. All New Yorkers should be proud of the changes that they have made to do their part to protect the environment and conserve natural resources.

However, to ensure that materials we separate for recycling actually get recycled, we must find ways to make sure that there is a continuing demand for products made with recycled materials. The easiest way that business can help sustain such demand is to simply by recycled products whenever they can. “Close the recycling loop” and “BUY RECYCLED.”

### **WHAT PRODUCTS ARE MADE OF RECYCLED MATERIALS?**

More and more products and packaging are being produced with recycled content. The following are just a few such items that you should look for:

- Paper napkins, paper towels, and toilet tissue.
- Office supplies – writing papers, envelopes.
- Paperboard packaging.
- Plastic and paper bags.
- Pallets and shipping containers.
- Glass containers.
- Metal containers.



## ***BUSINESS BENEFITS***

The public supports and understands recycling. By showing a commitment to buying recycled products and advertising that to your customers, grocers can reinforce their community ties.

Buying recycled products also helps to maintain the local and regional recycling industry, and, in turn, boosts the economy.

## **EXAMPLES OF NATIONAL PROGRAMS**

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### ***WASTEWISE***

WASTEWISE is a partnership between the United States Environmental Protection Agency (EPA) and America's leading businesses. Participants set their own waste prevention, recycling, and recycled product purchasing goals. WASTEWISE supports companies with technical assistance and by recognizing successes. WASTEWISE provides a hotline with staff available to help businesses conduct waste audit or to imitate a waste reduction program.

Visit <http://www.epa.gov/wastes/consERVE/smm/wastewise/> for technical assistance resources for the development and implementation of organizational solid waste reduction programs.

### ***LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN(LEED)***

If you're serious about saving money, conserving energy, reducing water consumption, improving indoor air quality, making better building material choices, and driving innovation, visit LEED's website -

<http://www.usgbc.org/leed/why-leed>

### ***RECYCLING AT WORK***

Is a voluntary national effort to increase recycling in the workplace. Recycling at Work offers a 10-step action plan, discounts on recycling bins and other valuable tools to start and expand your workplace recycling program. Visit Recycling at Work's website - <http://recyclingatwork.org/>

## **GLOSSARY**

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**Collection Center** – a facility designed to accept materials from individuals, usually for recycling.

**Commercial Waste** – solid waste generated by stores, offices, restaurants, warehouses and nonmanufacturing activities at industrial facilities.

**Composting** – a solid waste management technique which utilizes natural processes to convert most organic materials to humus by microorganism activity.

**Contaminant** – foreign material that makes a primary material impure. For instance, food waste on paper products.

**Dual Stream Recycling** - refers to a system in which recyclables are separated by type; usually two bins (one for paper and the other for plastics, metals, and glass).

**Durable Goods** – products designed for long-term use, such as furniture, rugs, mattresses, appliances and tires. (Durable goods do not include cars and other motor vehicles.)

**Garbage** – putrescible solid waste including animal and vegetable waste resulting from handling, storage, sale, preparation, cooking or serving of foods. Garbage originates primarily in home kitchens, stores, markets, restaurants and other places where food is stored, prepared or served.

**MRF** – an acronym for materials recovery facility, which is a facility that further separates and processes source-separated recyclables, utilizing manual or automated offices and schools.

**Packaging Materials** – any of a variety of papers, cardboards, metals, wood, paperboard and plastics used in the manufacture of containers for food, household, commercial and industrial products.

**Plastics** – Manufactured materials consisting of large molecules called “polymers” containing primarily carbon and hydrogen with lesser amounts of oxygen or nitrogen, frequently compounded with various organic and inorganic compounds as stabilizers, colorants, fillers and other ingredients.

**Recyclable** – solid waste that exhibits the potential to be used repeatedly.

**Recycle** – to use recyclable in manufacturing a product.

**Reuse** – taking a component of the waste stream and using it over again for original purpose.

**Secondary Materials** – all type of materials handled by dealers and broker that have fulfilled their useful function and usually cannot be used further in their present location, and materials that occur as waste from the manufacturing or conversion of products.

**Single Stream Recycling** - refers to a system in which all recyclables (paper, plastics, metals, and glass) are collected together in one container.

**Source Separation** – dividing solid waste into some or all its components parts at the point of generation, including the separation of recyclables from each other or the separation of recyclables from other solid waste residue remaining after recyclables are removed from the waste stream in not considered source separated material.

**Waste Prevention** – the design, manufacture, purchase or use of materials to reduce the amount or toxicity before they enter the municipal waste stream (also called source reduction.)

**Waste Reduction** – source reduction, reuse and recycling activities to reduce waste material being disposed by incineration and land filling.

**Waste Stream** – a general term used to denote the waste material output of an area, location or facility.

**Yard Wastes** – leaves, grass clippings, garden debris, tree branches, limbs and other similar wood materials.

## ADDITIONAL RESOURCES

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NYS DEC Bureau of Waste Reduction and Recycling (518) 402-8706 [www.dec.ny.gov](http://www.dec.ny.gov)

Food Marketing institute (FMI) Sustainability Tool Kit [www.fmi.org](http://www.fmi.org)

USEPA - Buy Recycled Resources [www.epa.gov/wastes/conservesmm/wastewise/buyrecycl.htm](http://www.epa.gov/wastes/conservesmm/wastewise/buyrecycl.htm)

USEPA – Food Services [www.epa.gov/wastes/conservesmm/foodwaste/fd-service.htm](http://www.epa.gov/wastes/conservesmm/foodwaste/fd-service.htm)

Procurement Guidelines for Recycled Products <http://www.epa.gov/wastes/conservesmm/tools/cpg/>

Keep America Beautiful – Recycling At Work <http://recyclingatwork.org>

Northeast Recycling Council <http://www.nerc.org/>

Northeast Waste Management Officials’ Association <http://www.newmoa.org/>

American Plastics Council

<http://plastics.americanchemistry.com/PlasticPublications#recycling>

Grocery Manufacturers Association <http://www.gmaonline.org/>

Waste Prevention Tools at Work <http://cwmi.css.cornell.edu/resources.htm>



## SUMMARY

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### *KEEP UP THE GOOD WORK!*

We hope you found this Resource Book helpful. Waste reduction, reuse, recycling, composting and buying recycled are important not only for saving energy and resources, reducing pollution, saving landfill space but also for creating jobs and reducing your waste management costs.

We appreciate all your efforts to help New York State meet its waste reduction and recycling goals. Does your store have any other unique or successful waste reduction initiatives? Let us know about them. We may include interesting or innovative programs in future publications and give your business some free publicity. Perhaps you also might have some ideas for ways the State Government can cooperate better with your business and industry. **We want to hear from you.**

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