



# Hotels, New York City's Garbage, and the Partnership for Waste Prevention

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Hotels generate approximately 62,000 tons of waste each year, which is 1.5% of all nonresidential solid waste in New York City. Most of this waste is paper (51.6%) and food (28.9%). The other materials that find their way into the waste stream range from disposable plastic cups to rugs and sofas. Many hotels have learned that they can meet the needs of their guests while preventing waste and reducing business costs. Hotels that have implemented comprehensive waste prevention and recycling programs have reduced their waste disposal costs by 40-60%. This guide provides information on how hotels can save money by reducing, reusing, and recycling.

The preferred method to reduce waste, even before recycling, is through waste prevention. Waste prevention reduces or reuses waste before it is generated, creating less to recycle or discard as trash.

New York City hotels are becoming more and more involved in efforts to reduce waste. In June 1993, the Hotel Association of New York City joined the New York City Department of Sanitation's Partnership for Waste Prevention. The Partnership, a joint effort between government and businesses, develops, implements, and publicizes strategies that prevent waste and save money. The Department of Sanitation and the Hotel Association surveyed City hotels to determine current waste management practices. The results were used in developing this guide.

Every hotel can save money and prevent waste. Just follow the step-by-step instructions on how to develop a cost-effective waste prevention program, as well as the creative, proven tips on how to reduce waste and improve recycling programs.

*Reducing waste is only one step in developing a complete and cost-effective environmental program. Water conservation and energy efficiency deserve equal attention. This guide is one in a series of three environmental guides developed through the cooperative efforts of the New York City Department of Sanitation (DOS), the New York City Department of Environmental Protection (DEP), and the Hotel Association.*



# How To Develop A Waste Prevention Program

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Before implementing specific waste prevention policies and practices, it is important to establish a method for developing, instituting, and evaluating your program.

## 1. DEMONSTRATE TOP MANAGEMENT SUPPORT BY DEVELOPING THE RIGHT ENVIRONMENT FOR CREATIVE IDEAS

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The most successful waste prevention ideas often come from employees at all levels. Top management can establish an atmosphere that fosters creativity and guides those ideas into positive action.

### Example ▶

*The Hotel Macklowe created a “Green Team” that includes members from ten areas of the hotel.*

- Establish an Environmental Coordinator or Green Team, representing the key functional areas within your organization, to be involved in all phases of the program.
- Develop and include a waste prevention policy as part of a broader environmental policy.
- Solicit employee ideas from each department of your hotel.
- Make managers responsible for waste disposal in their area. Given the responsibility, employees will likely develop ideas to prevent waste.
- Educate employees frequently and publicize accomplishments.

## 2. CONDUCT A WASTE PREVENTION ASSESSMENT

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A waste prevention assessment is an analysis of what materials are purchased, used, and discarded or set aside for recycling. The goal is to identify opportunities for waste prevention. Assessment methods include studying purchasing records, talking with key employees, observing operating procedures, or even digging through your trash. You can conduct your own waste prevention assessment with a minimum of time and effort. At the back of this guide is a check list of steps you can take to conduct your own assessment and lists of related publications and consultants.

## 3. SET PRIORITIES AND GOALS

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Establish priorities based on the results of your waste assessment or discussions with your Green Team. To best set priorities, consider the following:

- anticipated quantity of preventable waste
- ease of implementation
- costs of implementation and payback periods
- degree of employee cooperation
- relationships with suppliers
- customer relations goals



After establishing priorities, set goals to reduce waste for your entire hotel or for a specific function.

*Example* ▶

*The New York Vista is implementing comprehensive waste prevention measures, including the provision of bulk amenity dispensers on the hotel's lower floors, the replacement of plastic dry cleaning bags with recycled paper shoulder covers, and reusing worn linens as kitchen rags, cooks neckerchiefs, etc. Environmental flyers in guest rooms, departmental "Green Teams," and employee training and recognition reinforce the hotel's initiatives. Guest and employee feedback has been highly positive, and the hotel's environmental ethic is proving attractive to conference and meeting planners.*

*Example* ▶

*The Lenox Hotel in Boston created a contest called the "Eco-olympics" to encourage employees to develop environmental initiatives. Community leaders, hotel representatives, and members of the media judge the ideas. The winners receive prizes, such as compact fluorescent lightbulbs or low-flow shower heads.*

#### 4. PROGRAM IMPLEMENTATION

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To ensure that the program is implemented effectively:

- Announce new policies and practices. An announcement from top management provides employees with the necessary mandate and authority to put the program into practice.
- Provide employees with the resources and equipment needed to facilitate waste prevention.
- Train and educate employees about new policies and procedures. This may require training in the use of new equipment or in how to vary their daily operating procedures.
- Motivate employees. Offer incentives and reward staff for developing waste prevention ideas that save money. Recognition, monetary rewards, or gifts can be considered. Remember: education is not a one time effort; employees need refresher training, reminders, and inspiration.
  - Sponsor a contest among departments for developing the most innovative ideas and reward winners with a prize.
  - Establish a suggestion box and post recommendations along with action updates. Recognize employees who suggest action.
  - When a department comes up with a way to save money through waste prevention, allow them to keep partial savings to purchase improved equipment.

#### 5. MONITOR, EVALUATE, AND FINE-TUNE YOUR WASTE PREVENTION PROGRAM

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It may take time to achieve a noticeable reduction in your waste. This is why monitoring, evaluating, and fine-tuning your program is so important.

Set criteria for monitoring and evaluating your program. Implement a monitoring program to track purchases, waste and recycling collection costs, and changes in worker efficiency or productivity.

Areas to evaluate include: savings in purchases, reductions in waste and recyclables, increases in productivity, improved worker efficiency, reductions in operating costs, increases in recycled-content purchases, and reductions in waste disposal and recycling costs. A successful waste prevention program will result in cost savings — some immediately and some down the line.



# Waste Prevention Tips for Different Areas of Your Hotel

Following are steps you can take to prevent waste in your hotel. Also included are examples from hotels that have already implemented some of these actions.

## GUEST ROOMS

- Provide soap, shampoo, and lotion in refillable dispensers, instead of individual containers. Installing dispensers can result in saving money, which can be put towards improving the quality of these amenities and improving the image of the hotel.

***Example:***

*The Boston Park Plaza Hotel switched to a pump dispenser system, which eliminates two million bottles each year. Savings are used to purchase higher-quality amenities for guests.*

- Donate leftover bottles, soaps, and unused portions of tissue boxes and toilet tissue to charitable organizations.

***Examples:***

*Furnish a Future, a project of the Partnership for the Homeless, picks up donated furnishings, furniture, and related items and provides them to formerly homeless families and individuals who are moving into permanent housing.*

*The New York Hilton donated excess cases of unused soaps, shampoos, and lotions to Furnish a Future when it changed its logo.*

- Give newspapers, shoeshine kits, and shower caps to guests only upon request.

***Example:***

*The Boston Park Plaza Hotel surveyed 1000 of its guests: 81% said they never used shower caps and would not mind if they were simply available upon request; 90% said the same about shoeshine kits.*

- For room service delivery, replace disposables with washable plates, trays, utensils, and napkins, and reduce unnecessary packaging.
- Provide guests with (unwrapped) reusable drinking glasses and coffee cups in their rooms.
- Do not remove amenities from the room after a guest leaves unless the seal on the package is broken. Leave unopened amenities in the room for the next guest.
- Reuse trash can liners for guests staying multiple nights, or eliminate them altogether.
- Donate items when renovating or purchasing new items to charitable organizations for reuse. Donations could include linens, blankets, furniture, and old curtains that are no longer being used, but are still in good condition. A list of local reuse organizations is at the end of this guide.

**FACT:**

Many New York City hotels provide newspapers only upon request.

**FACT:**

Various New York City hotels donate furniture and furnishings for reuse.



**Examples:**

*Materials for the Arts, a program of the New York City Departments of Sanitation and Cultural Affairs, collects a wide range of items including furniture, office equipment, paint, curtains, and art materials and donates them to art and cultural organizations.*

*In 1991, the Loews New York Hotel changed its name and donated the following items to Materials for the Arts: amenity trays, sewing kits, shower caps, disinfectant, Endust, plastic bags, bellman uniforms, and even a Nautilus exercise machine!*

- Return laundry in attractive reusable baskets instead of individually wrapped in plastic or boxes.
- After dry cleaning, return clothes in reusable garment bags to eliminate plastic bags. Collect clothes hangers and garment bags for reuse.

**Examples:**

*In 1993 the Willard Inter-Continental Hotel in Washington, D.C., saved 12,500 shirt bags and 10,000 shirt boxes by returning clothes in wicker baskets instead of bags or boxes. They are also returning cleaned clothes on hangers without plastic bags, unless otherwise requested.*

*The Ritz Carlton in Arlington, Virginia, reuses approximately 50% of its dry cleaning hangers.*

- Order only as many telephone directory books as you need.

**Example:**

*NYNEX recommends that you order the minimum number of directories; when you need to replace worn or missing books, call 1-800-34NYNEX (1-800-346-9639). When new directories come in, recycle the old ones. The law requires that you set out your phone books for recycling by your private carter.*

- Make it possible for guests to recycle their newspapers, magazines, bottles, and cans by providing clearly labeled recycling receptacles in rooms or central areas. Though this is not mandatory, making your recycling program visible to your guests improves your image.
- Consider purchasing items that contain recycled material, such as toilet tissue, facial tissue, hotel notepads, and stationery.

**Example:**

*The Hotel Inter-Continental New York, uses recycled paper for items such as guest room note pads, guest and office stationery, brochures and its Directory of Services. Guest room amenities are also presented in recycled paper.*

- Allow guests to decide if they want their towels replaced daily.

**Example:**

*A number of European hotels offer this option by placing a card in each room that asks the guest to decide to either place the towel on the towel-rail for reuse, or leave it on the floor or in the shower for replacement. One hotel in Germany places the message seen here in the guests' bathrooms.*

**Dear Hotel Guest**

Can you imagine how many tons of towels are unnecessarily washed every day in all the hotels all over the world and the monstrous amount of washing powder needed which thereby pollutes our water?

**Please decide:**

Hand-towels thrown into the bath or shower means:  
*Please exchange.*

Hand-towels replaced on the towel-rail means:  
*I'll use it again.*

**For the sake of our environment**



**FACT:**

Many New York City hotels donate edible leftovers to charity.

## KITCHEN/RESTAURANT/BAR

- Donate edible, unused food to City Harvest, Food for Survival, and Times Square Delivers. (See the end of the guide for information.) Many local homeless shelters will also gladly accept food.

*City Harvest is a nonprofit organization that annually donates over 4 million pounds of edible leftovers from hotels, restaurants, and other businesses to homeless shelters, drug treatment programs and senior citizen centers.*

**Example:**

*Loews New York Hotel, as part of its “Good Neighbor Policy,” donates leftover food to City Harvest at least three times a week. Regular pickups are convenient for the hotel and the chefs are happy to wrap the food as part of their daily routine.*

*The Plaza Hotel in New York City donated 500 pounds of leftover food from Donald Trump and Marla Maples’ wedding reception to City Harvest. The donations included salmon, lobster, lamb, spareribs, crudités, and seven tiers of uneaten wedding cake. The Plaza also contributes turkeys at Thanksgiving.*

- Use soda fountains instead of individual bottles or cans .

**Example:**

*The Hotel Atop the Bellevue in Philadelphia switched to a soda fountain system and saves \$0.26 for every soda served.*

- Arrange to have food scraps picked up by farmers to use as feed for animals. (See page 10 for a list of animal farmers.)

**Example:**

*The Hotel Atop the Bellevue in Philadelphia has its food scraps picked up by a pig farmer in New Jersey. In 1993, the farmer charged the hotel \$40/ton, which was \$15/ton less than regular disposal -- saving \$7000 that year.*

- Reduce or eliminate disposable plates and utensils in the employee cafeteria.
- Use cream and sugar dispensers, instead of individual packets, and save money.
- Recycle glass bottles and jars, plastic bottles and jugs, aluminum and steel cans, aluminum foil, and corrugated cardboard. Place recycling receptacles next to all garbage cans in the kitchen/bar/restaurant areas to make separation easy and avoid confusion during busy times .
- Contact a renderer to collect and recycle used fat, bones, and grease. (See page 10 for a list of renderers.)

## CONFERENCE ROOMS

- Replace bottled water with water pitchers and provide reusable drinking glasses and coffee cups.
- Provide cream in insulated or chilled pitchers and sugar in dispensers, instead of individual packets.
- Provide display boards and nontoxic wipeoff markers.



- Supply notepads with limited sheets in guest rooms and conference areas; utilize the unused portions as scrap paper for hotel office employees or donate them to schools or local charities.

***Example:***

*The Hotel Macklowe's "Green Team" replaced 50 page notepads with 20 page notepads, which saves \$2,100 annually.*

- Place a clearly marked box at exits to collect pens, pencils, and name tag holders for reuse.
- Make recycling a standard practice for conference organizers. Place recycling receptacles next to each trash receptacle in conference rooms.

## DELIVERIES

- Revise purchasing specifications or ask suppliers to reduce packaging waste by switching to reusable or bulk containers for food, such as shrink wrap and corrugated cardboard; or have them take containers back for reuse when they make new deliveries.
- Reuse packaging (such as corrugated cardboard boxes and Styrofoam™ peanuts) in-house. Donate peanuts to the Loose-fill Producer Council. For the participating member nearest you, call (800) 828-2214.
- Arrange to have empty produce containers picked up for reuse if your product suppliers will not take them. Contact J&B Empty Package Supply, P.O. Box 479, Brooklyn, NY 11212, (718) 363-0669; Dom's Empty Package Supply, 87 South Ohioville Rd, New Paltz, NY 12561, (914) 883-6757; or other companies.

## COMMON RESTROOMS

- Switch from ordinary folded paper towels to bulk paper towel roll dispensers. The bulk dispensers use less packaging and reduce paper usage. Also, consider electric air dryers or reusable cloth towel rolls.
- Buy cleaning products in bulk and in concentrates.
- Minimize the use of toxic cleaning products.

## OFFICES

- Photocopy and print on both sides of the page. Post signs by the copying machine to instruct and remind staff.
- Post notices in a central location instead of distributing them individually.
- Reuse the back of paper already used on one side for receiving faxes, draft documents in the printer and copier, and for notes and messages. Then, recycle them.
- Reduce the size of daily reports by providing on-line information via a computer network.
- Provide reusable mugs to employees, and save on purchasing and disposing of paper or plastic cups.

**FACT:**

Some New York City hotels have products delivered in reusable shipping containers.



- Buy or lease used office furniture and equipment. See the NYNEX Yellow Pages under the heading "Office Furniture & Equip. — Renting & Leasing."

- Donate unwanted furniture and office equipment/supplies to charitable organizations.

**Example:**

*Hilton International in New York City donated to Materials for the Arts items such as desks, chairs, bookcases, file cabinets, storage cabinets, a computer table, a printer table, framed posters, hanging racks, report covers, stationery, envelopes, trash bags, and a bulletin board.*

*Loews New York Hotel has contributed file cabinets, desks, and other room furniture to Furnish a Future.*

- Use refillable toner cartridges for laser printers. Refills can save up to \$50 per cartridge. The International Cartridge Recycling Association can provide information about local companies, call (202) 857-1154.

- Reuse file folders.

- Replace single-use envelopes with inter-office envelopes.

- Reduce unwanted direct mail by calling or writing the advertising company to remove your name from the mailing list. If you write, you can use the postage-paid envelope that is usually enclosed. Include a copy of your mailing label with a note asking to have your name removed from the mailing list. You can also ask the company not to sell or trade your name to other direct mail companies.

- Replace fax cover sheets with a stamp or removable note sticker.

Sample rubber stamp at left.

- Collect and reuse paper clips and rubber bands.

- Purchase paper products with recycled content.

- Recycle high-grade office paper, mixed paper, newspapers, magazines, catalogs, telephone books, and corrugated cardboard.

Fax to: \_\_\_\_\_ Fax #: \_\_\_\_\_  
From: \_\_\_\_\_ Tel #: \_\_\_\_\_  
Number of pages (including cover): \_\_\_\_\_  
Date: \_\_\_\_\_

**OTHER WAYS TO REDUCE YOUR WASTE**

- Convert damaged towels, textiles such as uniforms, and linens into rags or donate them to charities for reuse.

**Example:**

*The Boston Park Plaza converts damaged tablecloths into chef's aprons.*

- Publicize achievements to your guests and staff, and ask them for suggestions to improve your program.



# Waste Prevention Assessment Checklist

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Below are basic steps to follow to conduct your own waste assessment. See the next section for listings of more detailed publications and consultants that can help you conduct a waste assessment.

Identify the products and packaging that are in your waste stream by:

- sorting through the garbage and recycling containers
- studying purchasing and inventory records
- speaking with employees in various areas/departments of your hotel

Determine the weight and volume of the products and packaging that are significant portions of what your hotel discards or recycles, and the cost of what your hotel buys, such as:

- products purchased (paper, equipment, etc.)
- items that are filed or stored as inventory
- organic waste (food, etc.) and related packaging
- packaging in which items bought by your hotel are shipped or received (transport packaging)
- materials brought into the office by employees, such as coffee cups and food
- documents received in the mail and their packaging, such as reports, magazines, and direct mail
- materials leaving the hotel, such as products, reports, correspondence, faxes, and direct mail
- inventory that may be thrown away or recycled at a later date (including materials stored in supply rooms and filing cabinets as well as furniture and equipment)

Determine the cost of:

- garbage collection
- recycling collection
- average monthly purchasing costs

Consider the following in assessing opportunities and potential savings of preventing waste:

- frequency of garbage and recycling collection
- processes or operations (such as a manufacturing process or an administrative duty) from where garbage and recyclables are generated
- materials that contain, or processes that generate hazardous wastes
- purchasing procedures, rules, and policies
- management policies and operating procedures that may affect waste management, such as office practices, employee training, solicitation of employee input in management decision-making, and corporate policies

## Resources

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### WASTE PREVENTION AND RECYCLING ASSESSMENT PUBLICATIONS

The following guides contain information on how to conduct your own waste prevention assessment:

*Business Guide for Reducing Solid Waste*, US EPA, 401 M St. SW, Washington, DC 20460, (800) 424-9346. Refer to document #EPA/530-K-92-004. [free]

*The Business Recycling Kit*, AT&T, 131 Morristown Rd., Room 1336, Basking Ridge, NJ 07920, (908) 204-8265. [\$10.00]

*Waste Audit Manual*, New York State Department of Economic Development, Office of Recycling Market Development, 1 Commerce Plaza, Room 950, Albany, NY 12245, (518) 486-6291. [free]



## Consultants

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The following is a list of nonprofit and for-profit consultants who specialize in setting up on-site waste prevention and recycling programs for a fee.

### **ATL Recycling**

1885 Pitkin Avenue  
Brooklyn, NY 11212  
(718) 345-2240

### **Environmental Action Coalition**

625 Broadway  
New York, NY 10012  
(212) 677-1601

### **National Urban Recycling Co.**

237 Park Avenue, 21st Fl.  
New York, NY 10017  
(212) 551-3513

### **AMREP Solutions**

641 Lexington Avenue, 6th Fl.  
New York, NY 10022  
(212) 705-4777

### **Envirotron, Ltd.**

685 5th Avenue, 10th Fl.  
New York, NY 10022  
(212) 481-8900

### **O'Brien & Gere Engineers**

144 East 44th Street  
New York, NY 10017  
(212) 573-6811

### **Boulder Resources**

507 West 27th Street  
New York, NY 10001  
(212) 563-0222

### **Great Forest, Inc.**

11 Penn Plaza, #2100  
New York, NY 10001  
(212) 967-4757

### **Refuse Management Systems**

P.O. Box 760  
Queens, NY 11101  
(800) 346-5926

### **Council on the Environment of NYC**

51 Chambers Street, Rm. 228  
New York, NY 10007  
(212) 788-7900

## Animal Farmers

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These farmers may pick up food waste to feed their livestock from food establishments that generate large volumes.

### **Homestead Farms**

P.O. Box 121  
Belle Mead, NJ 08502  
(908) 281-0811

### **Messener Farms**

880 Cattell Road  
Wenonah, NJ 08090  
(609) 464-9730

### **Wilenta Farms**

P.O. Box 357  
Lakewood, NJ 08701  
(908) 370-8996

## Renderers

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These renderers pick up large volumes of kitchen waste, such as fat, bones, and grease, for use in products such as soap.

### **A & L Recycling**

38-40 Review Avenue  
Long Island City, NY 11101  
(718) 729-3018

### **Darling International, Inc.**

825 Wilson Avenue  
Newark, NJ 07105  
(201) 465-1900

### **J & L Soap Co.**

55 Kennedy Road  
Cresskill, NJ 07626  
(201) 568-7325

### **B.A. Toft Co.**

20 Hermann Ave.  
Center Moriches, NY 11934  
(516) 878-0223

### **Harry Berkowitz Industries**

38-42 Bay Avenue  
Newark, NJ 07105  
(201) 589-5994

### **Standard Tallow**

1215 Harrison Ave.  
Kearny, NJ 07029  
(201) 997-7550

*\* These are not complete lists and mention in this guide does not constitute an endorsement or recommendation of services.*



# Organizations That Accept Donations\*

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**Children's Hope Foundation**  
children's items  
(212) 941-7432  
295 Lafayette Street, Suite 801  
New York, NY 10012

**City Harvest**  
fresh, prepared, and packaged  
foods  
(212) 463-0456  
159 West 25th Street  
New York, NY 10001

**Costume Collection**  
theatrical costumes and period  
clothing  
(212) 989-5855  
601 West 26th Street  
New York, NY 10001

**Food for Survival Food Bank**  
canned and packaged foods  
(718) 991-4300  
355 Food Center Drive  
Bldg F Hunts Point Cooperative  
Market  
Bronx, NY 10474

**Goodwill Industries of Greater  
New York, Inc.\*\***  
clothing, furniture, and furnishings  
(718) 728-5400  
4-21 27th Avenue  
Astoria, NY 11102

**Lions Club**  
eyeglasses and hearing aids  
check the telephone directory for  
the nearest location

**Materials for the Arts – a program  
of the NYC Departments of  
Sanitation and Cultural Affairs**  
furniture, office equipment, appli-  
ances, art supplies, musical instru-  
ments, obsolete inventory (such as  
electronics)  
(212) 255-5924  
410 West 16th Street  
New York, NY 10011

**Mayor's Voluntary Action Center**  
new clothing  
(212) 788-7550  
61 Chambers Street  
New York, NY 10007

**NFTE Solutions**  
construction materials  
(718) 665-2445  
270 East 137th Street  
Bronx, NY 10454

**New Eyes for the Needy**  
eyeglasses and hearing aids  
(201) 376-4903  
549 Millburn Avenue  
Short Hills, New Jersey 07078

**New York Shares**  
office furnishings and equipment  
(212) 753-6670  
140 East 58th Street  
New York, NY 10022

**Non-Profit Computing**  
computers and word processors  
(212) 559-7380  
123 East 63rd Street  
New York, NY 10021

**Partnership for the Homeless –  
Furnish A Future**  
household furniture and  
furnishings  
(718) 875-5353  
20 Jay Street  
Brooklyn, NY 11201

**Performing Arts Resources, Inc.**  
theater sets and large props,  
including lumber, hardware, and  
some furniture  
(212) 966-8658  
270 Lafayette Street, Suite 809  
New York, NY 10012

**Salvation Army\*\***  
clothing, furniture, furnishings  
(212) 757-2311  
120 West 14th Street  
New York, NY 10011

**St. Vincent de Paul Society**  
clothing, furniture, furnishings  
(718) 292-9090  
402 East 152nd Street  
Bronx, NY 10455

**Times Square Delivers**  
office equipment, clothes, and  
some canned or frozen foods  
(212) 768-4700  
255 West 43rd Street  
New York, NY 10036

**Transportation Alternatives**  
bicycles  
(212) 475-4600  
92 St. Marks Place  
New York, NY 10009

**United Way of New York City**  
office furnishings and equipment  
(212) 973-3800  
99 Park Avenue, 5th Floor  
New York, NY 10016

\* The New York City Department of Sanitation does not endorse or recommend specific organizations.

\*\* For other locations, check the white pages of your telephone directory.



## For More Information

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For a free copy of the publications listed below, photocopy and fill out this form and send it to:

Waste Prevention Program  
NYC Department of Sanitation  
P.O. Box 156  
Bowling Green Station  
New York, NY 10274-0156  
Fax: (212) 837-8162

*Check one or more:*

- It Makes Business Cents to Prevent Waste**  
A step-by-step guide to help businesses design, implement, and evaluate waste prevention programs that save money.
- Reuse It, Repair It, Rent It, Donate It -- But Don't Throw It Away!**  
Helpful hints on where to donate items you would normally discard; including lists of NYNEX Yellow Pages subject headings to help you search for repair and rental shops.
- How to Start an Office Paper Recycling Program**  
Step-by-step instructions and lists of paper recyclers, recycling consultants, and companies that sell recycling containers and decals.
- How to Recycle or Reuse Almost Anything**  
Lists of private recyclers handling various materials, recycling consultants, charitable reuse organizations, and companies that sell recycling containers and decals.
- How to Start a Public Space Recycling Program**  
Includes a list of companies that sell outdoor recycling containers.
- The Business Guide to Buying Recycled Paper and Other Recycled Products**  
Lists of companies that sell recycled paper and other recycled products.
- Local Law 87 Commercial Recycling Regulations**
- The Guide to Mandatory Recycling in the Workplace**  
Step-by-step instructions on what to recycle and how to collect recyclable materials.
- The Partnership for Waste Prevention**  
Please send a brochure and have a Partnership for Waste Prevention specialist contact us about joining the Partnership and learning how we can prevent waste and save money.

*Please send information to:*

Name \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_


Telephone \_\_\_\_\_



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City of New York, Rudolph W. Giuliani, Mayor  
Department of Sanitation, John J. Doherty, Commissioner

**Don't Litter.**

 Printed on recycled paper, of course. 12/95



**Help Reduce  
New York's Waste.  
Reduce, Reuse, Recycle.**