

BUSINESS RECYCLING PROGRAM GUIDE





WHY SHOULD BUSINESSES RECYCLE?

Recycling is the law and it is economically advantageous and environmentally sound.

- ✓ Lower Costs for Waste Removal
- ✓ Income/Revenue
- ✓ Corporate Social Responsibility
- ✓ Public Response
- ✓ Sustainability

MONEY SAVING TOOLS AND FREE RESOURCES FROM THE ONEIDA-HERKIMER SOLID WASTE AUTHORITY

- ✓ Free Waste Reviews
- ✓ Free Waste Collection Contract Review
- ✓ Free RecycleOne Business Program Training and Presentations
- ✓ Free Educational Posters, Recycling Bins and Other Promotional Items
- ✓ Free “Green Team” Development and Recycling Program Set Up
- ✓ Free Tours of Authority Facilities (*Recycling Center, Regional Landfill, Compost Site and Food2Energy*)

START YOUR RECYCLEONE BUSINESS PROGRAM IN 5 EASY STEPS!

Step 1 Get Organized: Develop an employee green team!

Step 2 Check Your Bins: Conduct a waste review!

Step 3 Get Set Up: Set up recycling bins and educational posters!

Step 4 Take Action: Educate employees/staff and begin recycling!

Step 5 Become Certified: Obtain RecycleOne Business Certification!

Certification

RECYCLEONE BUSINESS CERTIFICATION PROGRAM

The Oneida-Herkimer Solid Waste Authority (Authority) offers a voluntary RecycleOne Business Certification program for businesses and industries to be recognized for taking steps to reduce solid waste, increase recycling and save energy. The RecycleOne Business Certification requires an on-site review from the Authority to verify that specific solid waste management, recycling and energy reduction criteria have been achieved. If the criteria has been achieved, the Authority will issue a RecycleOne Business Certification to the business.

Businesses that obtain RecycleOne Business Certification will receive the following:

- ✓ RecycleOne Business certificate and a RecycleOne Business decal to display.
- ✓ RecycleOne Business Certification letter that will highlight waste reduction and recycling practices.
- ✓ Digital RecycleOne Business logo for use on company letterhead, websites and e-mail signatures.
- ✓ Certified RecycleOne Businesses will be listed on the Authority's website, ohswa.org and will be included in future Authority press releases.
- ✓ RecycleOne Businesses will be eligible for the Authority's annual Recycling Champion Award.

Part of the Authority's commitment to public education and community service involves providing speakers and facility tours to various groups and businesses throughout the region. If your business or organization wishes to schedule a tour or arrange for a speaker to talk about the various methods of recycling, composting, solid waste management or the Landfill, please contact us at 315.733.1224 or visit RecycleOneBusiness.com.



Scan the QR code to visit
RecycleOneBusiness.com
on your smartphone.

Get Organized



DEVELOP A GREEN TEAM

Establish A Recycling Coordinator

Establishing a Business Recycling Coordinator will help your entire recycling program become more effective. The Coordinator can provide employees with necessary information and guidelines for a successful recycling program. It is important that the Coordinator be the business contact person with the Oneida-Herkimer Solid Waste Authority staff.

Development Of A Green Team

The development of a Green Team is an important step in managing the solid waste generated at your business. The Green Team should consist of individuals from every department at your business or building. The Green Team should be made up of members who are responsible for planning, directing, implementing, and monitoring your program. This team should include employees who are interested in facility waste reduction and recycling. Then, a notice should be posted to inform all employees that a Green Team has been formed to address recycling and waste reduction at your business.

Employee input is critical and should be included in the planning process. The major responsibility of Green Team members is to gather and organize information that will be used in planning, publicizing, executing and monitoring your program.

The Green Team should discuss resource areas such as solid waste reduction, increased recycling, energy usage, transportation issues, community action, recycling education and program promotion. In order to gain support you'll need to make your recycling program work effectively. It's important to thoroughly explain

how it will function, when and where the collections will occur, and what kind of progress is being made. This information can be communicated through creative displays, posters, and banners that are clear, simple and easily understood, as well as newsletters, payroll inserts, email messages and media releases.



green team
RecycleOne Business
ONEIDA-HERKIMER SOLID WASTE AUTHORITY

RECYCLED POWER

The energy saved by recycling one ton of plastic bottles is enough to power a two family household for one year.



CONTACT YOUR SOLID WASTE HAULER

Your hauler may assist you in implementing your recycling program. Some haulers also offer additional services, such as supplying containers or extra dumpsters to assist in your recycling program.

Find Your
Local Hauler

Search

Visit ohswa.org and insert your business zip code to find a list of solid waste haulers in your area.



Check Your Bins



CONDUCT A WASTE REVIEW

Our on-site recycling review was developed for businesses, commercial operations, industrial operations and institutions that are looking to maximize recycling. The recycling review program helps provide your business with an approximate measurement of the current waste management practices and recommendations on how to increase your recycling levels. The program is designed to help commercial and industrial enterprises reduce waste disposal costs and increase recyclable material recovery rates.

ONE YEAR OF RECYCLING
AT STANFORD UNIVERSITY
SAVED THE EQUIVALENT
OF 33,913 TREES.

The purpose of the waste review is to take a look at the garbage and recycling bins around your office and take note of the following:

- ✓ Are they full?
- ✓ Do you have enough recycling bins?
- ✓ What's in them? Are there recyclables in the garbage or vice versa?
- ✓ How much of your garbage is food waste?
- ✓ How often is your garbage and/or recycling picked up?
- ✓ Are all recycling and garbage containers clearly labeled and placed directly next to one another?

Each commercial, institutional and industrial waste stream has unique characteristics. Following the review, a Recycling/Waste Reduction Report will be provided, documenting the observations with suggestions and recommendations for your waste reduction/recycling program.

The on-site review will consist of:

- ✓ Assessing current solid waste and recycling practices.
- ✓ Identifying waste generation points.
- ✓ Investigating dumpsters to analyze material being disposed of.
- ✓ Assessing individual office bins and waste produced to document participation and compliance rates.
- ✓ Document current recycling and waste reduction as well as locations in need of recycling bins.

Get Set Up



SET UP BINS FOR RECYCLING AND GARBAGE

Through the waste review, you were able to identify what items are accepted for recycling and what items are not. Now, you need to ensure that your entire business is set up and ready to begin recycling.

- ✓ Place visible labels on every recycling bin.
- ✓ Place a recycling bin next to every garbage can. If you are in need of recycling containers, contact the Oneida-Herkimer Solid Waste Authority for free recycling boxes.
- ✓ Work with facility staff to make sure recyclables are being collected and stored properly for pickup.
- ✓ Request RecycleOne posters from the Oneida-Herkimer Solid Waste Authority to display above recycling bins or in high-generation areas that display the simple recycling guidelines.

CLOSING THE LOOP – ADOPT A “BUY RECYCLED” POLICY

An important aspect of any waste reduction/recycling program is creating outlets for recyclable materials by purchasing recycled products. Buying products in large quantities can also save money. All businesses and companies should purchase various recycled paper products including: copier paper, letterhead and envelopes, file folders, note pads and other recycled paper products.

There are many other products containing recycled materials: plastic garbage and recycling containers, janitorial supplies, cleaning equipment such as mop and broom handles and fittings, rubber floor and fatigue mats, building and insulating materials, carpeting, paneling and parking lot bumpers. Your office purchasing department should check with suppliers for information on recycled and recyclable materials.

OTHER RECYCLING OPPORTUNITIES FOR BUSINESSES

Each business generates different types of wastes, many of which are recyclable, depending on market conditions.

Schools, office complexes, banks and other financial firms generate large quantities of paper; manufacturers may produce large amounts of scrap metals and plastics; and retailers may produce large quantities of corrugated cardboard.

The names of companies that buy waste materials are often listed with a Google local search or found in the Yellow Pages under Scrap Dealers or Recyclers.

ECONOMIC GROWTH

Recycling employs over 681,000 American jobs according to the EPA, and contributes over \$37 billion in annual payroll for the United States economy.



Take Action



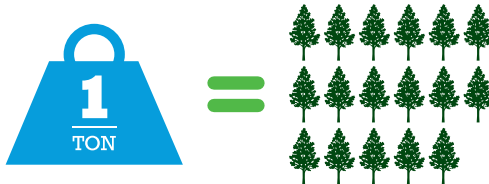
EDUCATE BOTH EMPLOYEES AND STAFF AND BEGIN RECYCLING

Employee participation and training is critical to success. Spread the word to your fellow employees about your RecycleOne Business Program. Be sure to include information on company goals, recycling guidelines and who to contact with questions or suggestions.

Program understanding at every level is critical to its success. Feedback, suggestions and compliance from facility staff should be welcomed. Coordinate training for everyone in your company that handles recyclables, from custodial staff to outside contractors. Contact the Oneida-Herkimer Solid Waste Authority for free program training.

Program training can be incorporated through:

- ✓ Staff Meetings
- ✓ Email Blasts
- ✓ Creative Posters and Displays
- ✓ Press Releases
- ✓ Public Service Announcements



Recycling 1 Ton of Office Paper Replaces Wood Fiber From 17 Trees!

Get Certified



OBTAIN RECYCLEONE BUSINESS CERTIFICATION

Obtaining a RecycleOne Business Certification allows your business to be recognized for taking steps to reduce solid waste, increase recycling and save energy. The RecycleOne Business Certification requires an on-site review from the Authority to verify that specific solid waste management, recycling and energy reduction criteria have been achieved. If the criteria has been achieved, the Authority will issue a RecycleOne Business Certification to the business.

To schedule an appointment to have the Oneida-Herkimer Solid Waste Authority review your RecycleOne Business for certification, please call 315.733.1224.

Use this checklist to achieve RecycleOne Business Certification.

Like the RecycleOne residential program, the RecycleOne Business Certification program has been developed to increase the amount of recycling businesses can do, while reducing the dependence on our Landfill and other natural resources.

- ✓ Develop an Employee Green Team
- ✓ Conduct a Waste Review
- ✓ Recycle High-Grade Paper Including Business Mail
- ✓ Recycle Shredded Paper (*Only exception to NO BAG rule. Place in a clear plastic bag then place with your regular recyclables*)
- ✓ Recycle Corrugated Cardboard & Lightweight Cardboard
- ✓ Recycle Food & Beverage Containers
- ✓ Utilize Recycled Content & Recycled Materials
- ✓ Recycle Printer & Toner Cartridges
- ✓ Recycle Electronics (including computers, monitors, printers, photocopy machines, fax machines & telephones)
- ✓ Recycle Fluorescent, CFL & Other Light Bulbs
- ✓ Utilize Environmentally-Friendly Cleaning Products
- ✓ Utilize Energy-Star Equipment & Appliances
- ✓ Develop Other Waste and Energy Reduction Practices & Programs
- ✓ Investigate an Organics Diversion, Recycling or Composting Program

Workplace Waste Reduction

OPTIONS FOR WASTE REDUCTION AT THE WORKPLACE

There are many ways to reduce waste at the workplace, including but not limited to the following:

- ✓ Get staff involved in waste reduction efforts. Keep them informed of the goals of the program and establish a waste reduction committee.
- ✓ Encourage staff to bring “waste-free” lunches in reusable containers and bags.
- ✓ Install water-saving devices in washrooms (i.e. air hand dryers, energy-efficient lights, timers and a computerized thermostat) to reduce energy costs.
- ✓ Install energy-efficient light sensors in storage rooms.
- ✓ Turn off lights and equipment when not in use.
- ✓ Close the loop; support and encourage the purchase of materials, supplies, and packaging that contain recycled or refurbished content.
- ✓ Buy products in bulk to minimize packaging. Bulk products are generally less expensive than smaller and individually packaged items.
- ✓ Familiarize staff with the proper operation of office equipment to eliminate waste due to misuse and ensure that all office equipment is regularly serviced to prevent malfunctions.
- ✓ Install a computerized thermostat to control the heating and air conditioning system.
- ✓ Make it policy to purchase products with recycled content, which are durable, refillable, reusable or recyclable.
- ✓ Centrally post or circulate memos and other documents instead of providing each person with an individual copy. Use an electronic bulletin board for private memos.
- ✓ Use environmentally friendly products.
- ✓ Avoid Styrofoam. It is not recyclable.
- ✓ Use refurbished toner cartridges.

- ✓ Recycle used printer cartridges.
- ✓ Review documents on screen and print only the final version.
- ✓ Encourage paperless or electronic memos or reports.
- ✓ Circulate (rather than copy) memos, documents, periodicals and reports.
- ✓ Eliminate unnecessary reports.
- ✓ Purchase secondhand office furniture. Sell old office equipment to employees, or donate it to reuse centers or charitable organizations.
- ✓ Replace incandescent light bulbs with energy efficient halogen or fluorescent bulbs.
- ✓ Properly recycle fluorescent light bulbs.
- ✓ Ensure staff are aware of and familiar with all company waste reduction programs, policies and objectives.
- ✓ Make two-sided copies. If a single-sided machine is being used, reverse the pages and feed them through a second time.
- ✓ Use the reduction feature on the copier to fit more on one page.
- ✓ Use outdated letterhead for in-house memos.
- ✓ Use a fax stamp or reusable fax forms instead of a cover page to minimize paper waste.
- ✓ Use old paper (i.e., one side has been used) in the fax machine.
- ✓ Use single-sided sheets of paper as scrap paper for notes.
- ✓ Use computer disks or electronic files to edit draft documents. Only print a hard copy of the final document.
- ✓ Single space the text of documents.
- ✓ Reuse scrap paper, envelopes, etc. for notes and drafts.
- ✓ Use refillable pens, pencils and tape dispensers.
- ✓ Close the curtains or blinds in your office before you leave. This minimizes heat loss in the winter and keeps the office cool in the summer.
- ✓ Save and reuse old file folders, hanging files, etc.
- ✓ Reuse envelopes by placing a new address label over the original name. Plain labels with your office's address can be used to cover the original address.

Recycling Information

ONEIDA-HERKIMER RECYCLING CENTER

The Authority operates a state-of-the-art single stream processing system. The single stream processing system began operation in 2012, taking the place of the Authority's previous dual stream processing system that was built in 1991.

The single stream processing system makes recycling easier and more convenient for residents and businesses, and the collection of recyclables is more efficient. Under the regional RecycleOne program, the Authority accepts all recyclable items (see next page for a list) mixed together in one container. Recyclables must be placed in your recycling container loose, with NO plastic bags, string or twine. The only exception to the "no bag" rule is shredded paper, which should be placed in a large clear bag for recycling.

The Recycling Center has the capability to recover maximum volumes from the waste stream, thereby allowing our region to reduce its dependence on landfills. Hundreds of businesses, industries and institutions in Oneida and Herkimer Counties utilize the Recycling Center for the disposal of recyclable materials.

COLLECTION OF RECYCLABLES

Office recyclables should be collected from their bins at the same time garbage is collected. Recyclables can be stored until a desired quantity has been accumulated and then delivered directly to the Authority's Recycling Center located at 80 Leland Avenue in Utica. Hours of operation are Monday – Friday from 8:00 AM – 4:00 PM. There is NO CHARGE to deliver recyclables to the Recycling Center. Companies that generate a large amount of office recyclables on a regular basis might find it easier to contract with a solid waste hauler to collect and deliver their recyclables. Find out what works best for your company.

TYPES OF RECYCLING CONTAINERS AVAILABLE

There is a wide variety of specialized recycling storage and collection containers currently manufactured. Recycling containers include small corrugated cardboard boxes, baskets or bins, large containers for indoor storage of materials, and very large dumpster-like outdoor collection containers. Many manufacturers will customize containers. Some large containers have special lids to help avoid inappropriate material from being deposited in them (contact the Authority for RecycleOne bin decals or FREE recycling boxes).

For more information please visit ohswa.org or call us at 315.733.1224.

ACCEPTABLE MATERIAL

Paper



INCLUDE

Newspapers & Inserts, Magazines & Catalogs, Phone Books, Kraft Paper (Brown Paper Bags) and Paper Egg Cartons

School & Office Paper Such As: Tablet Paper, White Paper (Lined & Unlined), Computer Paper, Colored Paper, Copy Paper, Scratch Pad Paper, All NCR Paper, Envelopes (With Or Without Windows), Blueprint Paper, Post-It Notes, Fax Paper, Thermo Paper, Adding Machine Paper, Index Cards, Manila File Folders and Glossy Paper

Junk Mail Such As: Cards, Envelopes, Letters & Enclosures

Shredded Paper: Place in clear plastic bag for collection

Lightweight Cardboard Such As: Dry Food Boxes (i.e. Cereal, Cookies, Snacks), Non-Food Boxes (i.e. Medicine, Tissue, Toy & Gift Boxes), Toilet & Paper Towel Tubes and Pizza Boxes (With All Food/Debris Removed)

Corrugated Cardboard

DO NOT INCLUDE

Hard Cover Books (must be delivered to EcoDrop Utica for recycling), Napkins, Tissues, Wax Paper, Paper Towels, Paper Plates/Cups, Tissue Paper, Carbon Paper, Construction Paper, Binders, Copy Paper Wrapping, Metal Hanging File Folders, Tyvek Shipping Envelopes, Frozen Food & Microwave Cartons, Soda & Beer Cartons or Wax-Coated Corrugated

SPECIAL INSTRUCTIONS

Do Not Place Recyclables In Plastic Bags. Please Do Not Bundle Or Tie With String Or Twine. Remove Paper And Plastic Liners. Flatten Cardboard & Stack Underneath Or Next To Your Recycling Container. Shredded Paper Is The Only Exception To Plastic Bag Rule-Place Shredded Paper In Large Clear Bag For Collection

Plastic



INCLUDE

Plastic Bottles & Containers (With & Without Recycling Number Code) Such As: Soda Bottles, Milk & Water Jugs, Mustard & Ketchup Bottles, Baked Goods Containers, Disposable Drink Cups, Soap & Detergent Bottles, Mouthwash Bottles, Salad Dressing Bottles, Peanut Butter Jars

Beverage Cartons Such As:

Milk Cartons, Juice Cartons & Juice Boxes

DO NOT INCLUDE

Styrofoam, Empty Plastic Bags, Plastic Wrappers & Packaging, Plates & Tableware, Prescription Medicine Bottles, Motor Oil Bottles, Clothes Hangers, Furniture, Needles & Syringes, Six-Pack Holders, Snack Bags, Toys, Straws, Plastic Wrappers/Wrapping, Plexiglass or Pesticides

SPECIAL INSTRUCTIONS

Do Not Place Recyclables In Plastic Bags. Please Do Not Bundle Or Tie With String Or Twine. Lids Should Be Left On Containers. Containers Should Be Empty & Rinsed Before Recycling. Squeeze Juice Boxes Until Empty (Reuse Or Throw Away Straws)

Metal



INCLUDE

Such As: Soup Cans, Soda Cans, Deposit Cans, Aluminum Foil Wrap, Foil Plates & Trays, Metal Lids & Aerosol Cans (Empty)

DO NOT INCLUDE

Metal/Cardboard Containers (i.e. Cocoa & Motor Oil), Silverware, Small Appliances, Pots & Pans, Pesticides, Chemicals, Gasoline or Paint Cans

SPECIAL INSTRUCTIONS

Do Not Place Recyclables In Plastic Bags. Please Do Not Bundle Or Tie With String Or Twine. Aerosol Cans Must Be Empty. Leave Stems & Valves

Glass



INCLUDE

Food & Beverage Containers Such As: Liquor & Wine Bottles, Deposit Bottles and Canning Jars

DO NOT INCLUDE

Broken Glass, Drinking Glasses, Ovenware & Ceramics, Window Panes, Mirrors, Dishes, Cups, Plates, Windshields Or Light Bulbs

SPECIAL INSTRUCTIONS

Do Not Place Recyclables In Plastic Bags. Please Do Not Bundle Or Tie With String Or Twine. Do Not Break Glass! Labels Do Not Need To Be Removed. Rinse Thoroughly. Remove Lids Before Recycling

WHAT TYPES OF ELECTRONICS CAN BE RECYCLED?

The Authority provides the opportunity to dispose of many unused, unwanted or outdated products. The following are examples of acceptable materials:

ACCEPTED YEAR-ROUND

- Answering Machines
- Battery Chargers
- Calculators
- Camcorders & Video Equipment
- Cash Registers
- Cassette Tape Players
- CD Players
- Computers (CPU, Laptop, Tablets)
- Computer Hardware
- Computer Monitors
- Computer Keyboards
- Computer Mice
- Computer Scanners
- Computer Speakers
- Computer Cords & Cables (All)
- Desktop & Large Floor Copiers
- DVD, Blu-Ray & VCR Players
- Electronic Gaming Systems (PlayStations, XBOX, Nintendo Systems)
- Electric Fans
- Extension Cords
- Fax Machines
- Fish Locators
- GPS Devices
- Holiday Lights
- Printers
- Printer & Toner Cartridges
- Paper Shredders
- Projectors (Video & Film)
- Radios
- Record Players
- Remote Controls
- Sewing Machines
- Small Kitchen Appliances
- Stereos
- Telephones & Cellular Phones
- Television Sets
- Two-Way Radios
- Typewriters & Word Processors

PROPER ELECTRONICS DISPOSAL

Electronics are accepted year-round at no charge at the Authority's EcoDrop Utica and EcoDrop Rome for proper recycling.

EcoDrop

ELECTRONICS RECYCLING PROGRAM

Many electronics contain elements such as lead, mercury and cadmium that are considered safe when the items are used as directed, but can be hazardous if disposed of with your workplace garbage and compacted at landfills. If improperly handled, these toxins can be released into the environment, posing a threat to human health.

In an effort to provide environmentally sound recycling and disposal options for businesses in Oneida and Herkimer Counties, the Authority has developed an Electronics Recycling Program.

Under this program, the Authority accepts electronics from businesses, individuals and other generators year-round. **Businesses must schedule an appointment prior to delivery by calling 315.733.1224.**

After the Authority accepts electronic waste, it is sent to a registered electronics dismantler who will separate the electronics into various raw materials such as plastic, glass, steel, copper, lead, gold and aluminum for recycling or reuse.

For more information on the Electronics Recycling Program or other programs, visit ohswa.org or call 315.733.1224.

E-WASTE LAWS

In 2010, the New York State Legislature passed the Electronic Equipment Recycling and Reuse Act. The Act first required manufacturers of electronic products to provide free and convenient recycling of electronic waste to most consumers in the State beginning in 2011. Secondly, the Act established disposal bans for electronic waste and an implementation schedule for the ban. The disposal ban implementation schedule is outlined below:

- ✓ As of January 1, 2012, businesses, private or public corporations, not-for-profit corporations, and government entities can no longer dispose of electronic waste, such as computers, computer peripherals, televisions and other small electronic equipment, as solid waste.
- ✓ As of January 1, 2015, the ban applies to all generators of electronic waste, including households.

NEVER PLACE FLUORESCENT,
METAL HALIDE, OR HIGH
PRESSURE SODIUM BULBS IN
GARBAGE OR RECYCLING BINS.

Hazardous Waste Disposal

HAZARDOUS WASTE - ECODROP UTICA ONLY!

Many workplace hazardous waste products can be potentially harmful to people and the environment. When these products are disposed of improperly, they can become hazardous.

The Authority accepts household hazardous waste at its EcoDrop Utica. The program is designed to serve Oneida and Herkimer Counties' residents and select businesses. There is no charge for residents to drop off household hazardous waste, however fees may apply for businesses.

SERVICES FOR SELECT BUSINESSES

Small quantity hazardous waste generators in Oneida and Herkimer Counties that are considered conditionally-exempt may use the facility. These include small businesses, schools and farms. **Businesses of all sizes can arrange to drop off certain universal wastes such as fluorescent bulbs and batteries.** To obtain approval, call the Authority's Main Office at 315.733.1224.

HAZARDOUS WASTE CAN BE MINIMIZED

- ✓ Learn about the products you use, and about non-toxic or less toxic alternatives.
- ✓ If you buy potentially hazardous products, purchase only what you need.
- ✓ Read labels carefully, observe precautions for use and storage.
- ✓ Never bury waste, dump it along the side of the road or pour it into a drain.
- ✓ Use only the amounts recommended on the label.
- ✓ Check containers to see if they have deteriorated. If so, safely dispose of them and the materials before the containers leak.

Alkaline batteries should be placed in your workplace garbage bins for disposal. Previously, alkaline battery disposal posed an environmental threat, however mercury has since been phased out of production.

HAZARDOUS WASTES

We urge you to dispose of your hazardous wastes safely. Make your workplace safer and cleaner by bringing your hazardous wastes to our collection facility.



WHAT TYPES OF WASTE ARE ACCEPTED AT BOTH ECODROP UTICA & ROME?

These Facilities allow for the opportunity to dispose of many unused, unwanted, or out-dated products. The following are acceptable business materials (in small quantities):

ACCEPTED APRIL - SEPTEMBER (UTICA ONLY)

- Cleaning Solvents & Degreasers
- Drain Cleaners
- Fertilizers
- Furniture Stripper
- Glues/Sealants
- Herbicides
- Oil-Based & Latex Paints
- Paint Thinners
- Photographic Chemicals
- Rust Preventatives & Removers
- Wood Preservatives

ACCEPTED YEAR-ROUND

- Antifreeze (Utica EcoDrop only)
- Automobile Batteries
- Electronics & Computer Equipment (See Electronics Recycling)
- Fire Extinguishers
- Fluorescent Light Bulbs*
- Rechargeable Batteries
- Motor Oil
- Cooking Oil (Utica EcoDrop only)

*Used fluorescent lamps/bulbs are considered hazardous waste due to their mercury content. Fluorescent lamps/bulbs may not be placed in the garbage bin. Contact the Authority for the proper recycling and disposal of this material.





COMPOSTING IS RECYCLING

On average, each American throws away more than 1,200 pounds of organic waste every year that otherwise could be composted.

Composting

COMPOST FOR YOUR BUSINESS

The Authority operates a Green Waste Composting Facility that produces finished compost for the residents of Oneida and Herkimer Counties. Finished compost is nutrient-rich, fuels plant growth and restores vitality to depleted soil. Local residents and businesses can close the recycling loop by purchasing compost made from local yard waste.

Screened, cured compost is made from processed leaves, grass clippings and brush (no solid waste or sludge). Compost is available in bulk loads for pick-up or in 1.2 cubic feet bags. Contact the Authority at 315.733.1224 or ohswa@ohswa.org for more information and wholesale pricing.

Uses for compost at your workplace

- ✓ Compost can be used as a soil additive to improve moisture retention and add important organic matter. Compost alone is not a fertilizer. Compost worked into clay and sandy soils improves texture and aerates the soil thereby facilitating root development.
- ✓ For garden beds, compost can be added to the entire bed or just to seed furrows or transplant holes.
- ✓ When using around trees or shrubs, or for mulch purposes, compost should be worked into the top few inches of soil.
- ✓ In potted plants, compost can be 1/4 to 1/3 of the container volume.
- ✓ As a top dressing for lawns, lightly sprinkle over existing lawn.

WOOD PALLETS

Clean wood pallets can be processed and recycled at the Eastern Transfer Station in Utica. Contact the Authority at 315.733.1224 or ohswa@ohswa.org for more information.

BULKY RIGID PLASTICS

Bulky rigid plastics are hard plastic items (not film or flexible plastic) that cannot be recycled through the RecycleOne program, but can be delivered to both Authority EcoDrops FREE OF CHARGE for recycling. Examples of bulky rigid plastics accepted are clean plastic drums, totes and buckets/pails.

WASTE EXCHANGE PROGRAM

The Waste Exchange Program establishes an exchange of valuable information between generators and potential users of industrial and commercial wastes, whereby a beneficial use rather than disposal is the end result. This service identifies both the producers and potential markets for by-products, surpluses, unspent materials and other forms of solid waste that is no longer needed. If on-site recycling is not an option, the next best alternative may be to offer the waste to another company by the Waste Exchange Program. For example: clean five-gallon plastic pails that are a waste for one company may be used as recycling containers for an office complex. For more information contact the Authority at 315.733.1224.

RECYCLEONE BUSINESS RECYCLING DIRECTORY

Oneida-Herkimer Solid Waste Authority: 315.733.1224

Oneida-Herkimer Solid Waste Authority Website: ohswa.org

Oneida-Herkimer Solid Waste Authority E-mail: ohswa@ohswa.org

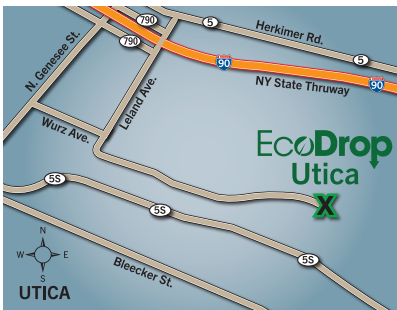
Your Business Solid Waste Hauler:

Your Business Recyclable Material Hauler:

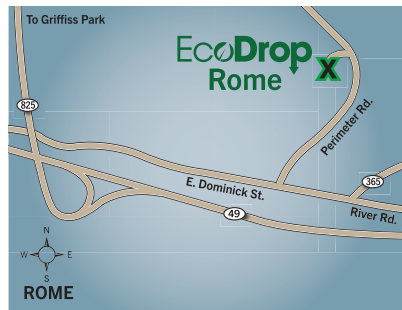
Your Business Recycling Coordinator:

Your Business Maintenance/Housekeeping Department:

Your Business Purchasing Manager:



80 Leland Avenue Ext., Utica, NY 13502
Mon - Fri: 8 AM - 4 PM | Sat: 7 AM - 2 PM

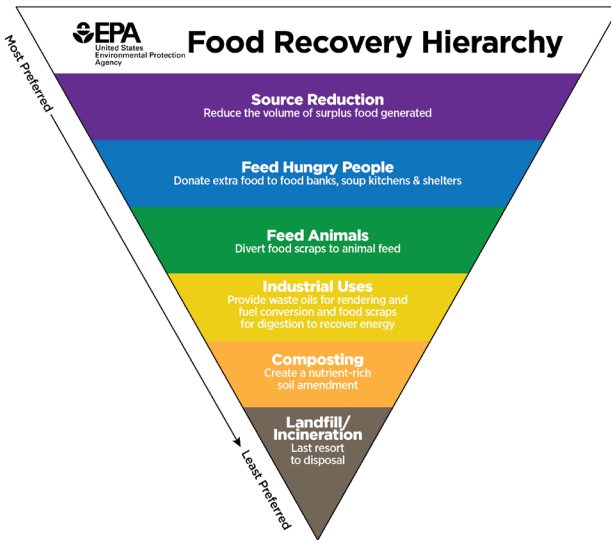
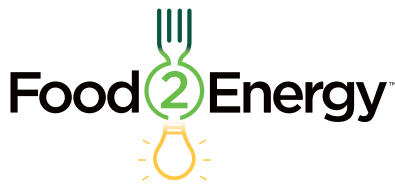


575 Perimeter Road, Rome, NY 13440
Mon - Fri: 8 AM - 4 PM | Sat: 8 AM - 12 PM

Food2Energy

DIVERTING FOOD WASTE FROM THE REGIONAL LANDFILL

The Oneida-Herkimer Solid Waste Authority has constructed a facility that allows for the recovery of food scraps in order to divert them from the Regional Landfill and recover them for energy. With Food2Energy, we are able to divert food waste, which makes up roughly 22% of the waste stream, from the Regional Landfill.



SIMPLE & COST EFFECTIVE

Food2Energy is simple and cost effective! Food2Energy is accepted for a reduced tipping fee compared to the garbage rate, and has the potential to save your business money on waste disposal.

BAGS & PACKAGING ACCEPTED

Food scraps may be delivered to the Utica EcoDrop in clear bags and there is no requirement to remove packaging.

The Authority is able to separate the packaging from the food scraps. The recovered food scraps are sent to the Oneida County Water Pollution Control Plant where they are turned into energy through a process called Anaerobic Digestion.

ACCEPTED MATERIAL

- All Meat & Fish (Including Bones)
- Pet Food
- All Fruits & Vegetables
- Cereals & Grains
- Bakery Waste
(Including Dry Goods Like Flour)
- Restaurant Food Scraps
- Cafeteria Food Scraps & Plate Scrapings
- Dairy Products
- Expired Food
- Liquids (Including Milk, Soda & Juice)
- Packaged Food Waste
- Food Processor Byproducts
- Coffee Filters
- Greasy Pizza Boxes & Paper Bags
- Paper Cups & Plates
- Paper Ice Cream Containers
(Including Metal Rim)
- Paper Napkins, Tissues & Paper Towels
- Paper Takeout Boxes & Containers

WHAT MATERIALS ARE NOT ACCEPTED?

- ⊘ No waste containing antibacterial chemicals
- ⊘ No municipal solid waste
- ⊘ No non-food related industrial wastes
- ⊘ No leaf and yard debris
- ⊘ No clean recyclables
(i.e. paper, plastic, metal, glass)
- ⊘ No plastic film intended for recycling
- ⊘ No foil-backed or plastic-backed paper
- ⊘ No juice or soy milk type boxes with foil liner
- ⊘ No cooking oil
- ⊘ No diapers
- ⊘ No glass jars or containers



STATE-OF-THE-ART FACILITIES TO SERVE OUR REGION'S NEEDS



**Recycling Center
& EcoDrop Utica**



**Household Hazardous Waste
Collection Facility**



EcoDrop Rome



Green Waste Composting Facility



Regional Landfill



**Three Solid Waste
Transfer Stations**



Landfill Gas To Energy Facility



Food2Energy Facility



RecycleOneBusiness.com



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