

RECYCLING GUIDELINES FOR One Grand Central Place

What is the Recycling Program?

The recycling program is geared to keep mixed paper dry, and separate from wet trash. All deskside bins are recycling bins – so instead of putting trash in your desk bin, you should put paper there. All wet food, liquids and messy stuff should be taken to pantry areas or designated trash receptacles.

- **Paper**

All paper materials should be placed in your desksdie bin or in central paper receptacles. All paper includes white office paper, newspaper, magazines, catalogues, colored paper, envelopes, Post-It notes, clean paper bags and file folders.

- **Bottles and cans**

Please place all glass, aluminum, and plastic beverage bottles and cans in designated bins in pantry areas.

- **Trash**

Dispose of food, food-related packaging, liquids and other non-paper waste in designated garbage bins located in pantry areas and other central locations. Please do not mix these items with paper in your blue deskside paper bin.

- **E-waste, Fluorescent Lamps, and Batteries**

These items must NOT be put in any waste bin. Contact building management for expired computers, light bulbs, or batteries that are in need of disposal. They will make sure it gets disposed of responsibly.

Q: Why do I have to get up from my desk to throw away my garbage?

A: 85% of average daily waste generated at an employee's desk is dry office waste – most of which is paper. Having only one bin at your desk actually increases the amount of paper that is ultimately recycled. Also, keeping food and liquids contained to central areas reduces unwanted odors, prevent spills and messes, and prevent pests such as mice and cockroaches.

Q: I have an item to discard but it doesn't fit in the recyclable material categories above – what bin am I supposed to put it in?

A: Use your best judgment. A good rule of thumb: if you can tear it, it is likely recyclable paper – so put it in your deskside bin. If it is a clean and rinsed plastic, glass or metal container you can put it in the bottle and can bin.

For example, your empty coffee paper cup and empty paper pastry wrapper with a few crumbs in it are OK. Your empty potato chip bag or empty granola bar wrapper are OK – these items won't soil the paper in your deskside bin. However, your salad container or Chinese food box or burrito wrapper or oily pizza plate are NOT ok. Does your soda cup still have ice in it? Is there still liquid in your coffee cup? Take it to the pantry and dump it out before discarding. Apple cores, banana peels, and orange rinds should be taken to central trash receptacles.

Tip: When you get up to go to the bathroom, head to a meeting, grab a cup of coffee or snack, get some fresh air, or talk to your colleague down the hall, use that opportunity to take any food or liquid waste to a central receptacle.

Q: I have allergies/cold, what do I do with used tissues?

A: Use your best judgment. Tissues are OK to put in your deskside bin - they won't soil the paper in your deskside bin.

Q: What do I do with pens, pencils, staples?

A: Unless the pen is leaking (in which case you'll probably need to wash your hands and can dispose of the pen to a designated garbage bin near the sink) pens, pencils, staples and other such items are OK to put in your deskside bin – they won't soil the paper in your deskside bin. Use your judgement. Paper with staples and envelopes with plastic windows are ok to put in the deskside bin.

Q: I work late and I saw the cleaners empty everything into one barrel – why aren't they recycling?

A: The cleaners are instructed to collect all deskside bins into a single barrel with a clear liner. They are also instructed to empty all central paper bins from the copy room into this same barrel. They are instructed to not place their hands in any bin nor are they to remove any thing from any bin. So, if an employee puts food or liquid waste into their deskside bin, it will then be comingled with the paper emptied from other employee's deskside bins. Once the barrel is full, the bag is tied off and placed in the freight area for collection by the porter.

In pantry areas, when collecting trash bags, cleaners are instructed to tie off each bag and place in their single barrel. When collecting bottle and can bins, cleaners are instructed to tie off each bag and also place this in their single barrel. The cleaner will then wheel the barrel to the freight area and remove the bags from the barrel and for collection by the porter. Since each bag is tied off, the contents of the pantry trash and the contents of the bottle and can bin remain separated.

Q: How do I know that the waste hauler is actually recycling once everything leaves the building?

A: All bags of deskside materials/paper, all bags of pantry trash, all bags of bottles and cans are taken to the loading dock area. The waste hauler picks up all of these bags together in one truck. The bags get squished, but do not break apart in the truck. The waste hauler then takes all these materials to a recycling facility. All the bags are dumped onto the facility floor where they are sorted into to piles – bags with wet stuff, bags with dry stuff. The bags of dry stuff get opened onto a conveyor belt, which is lined with people pulling out left over dry trash and specific grades of paper (newspaper, color paper, magazines). What's left is clean white paper that gets baled and sold to buyers who make more paper. The bags of wet stuff get put to the side and are taken to a waste transfer station which is destined for a landfill or incinerator.

For Further Information

Contact Property Management or Great Forest recycling@greatforest.com 212.779.4757



One Grand Central Place RECYCLING GUIDELINES



PLACE ALL PAPER IN DESKSIDE and DESIGNATED BINS

All paper includes: white and colored paper (staples OK), newspaper, magazines, catalogues, file folders, Post-It's, envelopes (plastic windows OK), paper board (tissue, cereal boxes), paper bags, and any other clean dry paper items

NO FOOD IN PAPER BINS



PLACE ALL FOOD AND NON-RECYCLABLE ITEMS IN DESIGNATED BINS



PLACE ALL GLASS/METAL/PLASTIC ITEMS IN DESIGNATED BINS

INCLUDES: aluminum cans, plastic bottles, and glass bottles.



EMPTY AND FLATTEN ALL CARDBOARD BOXES

Place in designated areas for removal.



CONTACT PROPERTY MANAGEMENT for the removal of all light bulbs, batteries and electronic waste, including computers and monitors.

Questions?

Contact Great Forest 212-779-4757



GARBAGE ONLY

Discard Here:

- Food and food packaging
- Non-recyclable materials
- Soiled items
- Styrofoam



A large, light green recycling symbol (three chasing arrows forming a triangle) is centered in the background. Overlaid on it is the text "GLASS, METAL & PLASTIC" in a bold, dark green, sans-serif font, arranged in three lines.

GLASS, METAL & PLASTIC

For Commingled Collection of:

- Glass Bottles
- Aluminum Cans
- Plastic Bottles



PAPER

For Collection of:

- Envelopes
- Magazines
- Mail
- Post-Its
- Paperboard
- Newspaper
- Office Paper
- File Folders
- Color Paper
- Glossy Paper