

RECYCLING PROGRAM GUIDELINES



Mixed Paper

✓ Place in the “Paper Recycling” labeled bins.

♻️ Recycle all clean and dry paper including window faced envelopes and staples.

✳️ Reduce junk mail, single-sided printing, and usage of virgin paper.



Cardboard

✓ Empty, flatten and place in designated areas for removal.

♻️ Recycle all clean un-waxed cardboard boxes.

✳️ Reduce usage of waxed cardboard and unnecessary packaging.



Glass, Metal, Plastics + Cartons (GMP)

✓ Place in the “GMP Recycling” labeled bins.

♻️ Recycle all clean and dry rigid plastics, glass, metals, and Tetra pak cartons for milk/soup/juice.

✳️ Reduce usage of single-use items.



Trash

✓ Place in designated bins after separating out recyclable items.

✳️ Please ensure recyclables, universal and electronic waste are separated from trash.

✳️ Reduce usage of single-use disposable items.



Bulk Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management for all bulk items over 50% metal or plastic.

♻️ Recycle metal, textiles, furniture, pallets, C&D and other cleanout waste.

✳️ Reduce single or short-term usage of bulk items.

♻️ Reuse/Donate usable items in bulk.



Confidential Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management.

♻️ Recycle all personal and customer data in paper and electronic form using a confidential shredding program.

✳️ Reduce printing confidential paper materials.

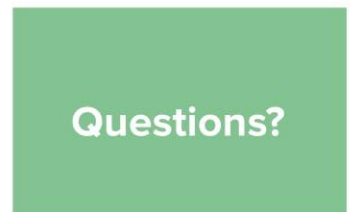


Electronic + Universal Waste

✓ Do not place with trash. Coordinate qualified recycling vendor via Property Management.

♻️ Recycle electronic equipment, TV's, LED's, fluorescent bulbs, ballasts, and rechargeable batteries.

✳️ Reduce mercury containing equipment and hazardous items.



Questions?

✓ Contact recycling@great-forest.com for assistance with any questions regarding the program or where materials should be placed for collection.

♻️ Recycle today for a better tomorrow.

Contact the Building Management Office via Workspeed or at dtaylor@empirestaterealtytrust.com for disposal assistance for all bulk, confidential, electronic and universal waste.

RECYCLING PROGRAM GUIDELINES



Mixed Paper & Cardboard

- ✓ **Place** in the “Paper Recycling” labeled bins. Empty, flatten and place cardboard in designated areas for removal.
- ♻️ **Recycle** all clean and dry paper including window faced envelopes and staples, and cardboard boxes.
- ✂️ **Reduce** junk mail, single-sided printing, usage of virgin paper and waxed cardboard or unnecessary packaging.



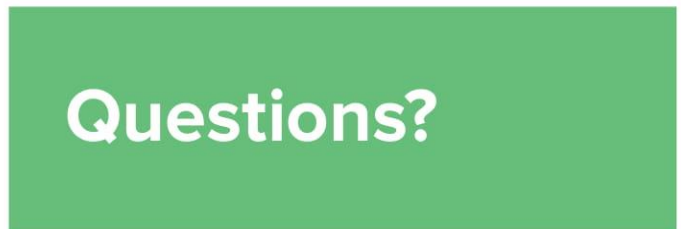
Glass, Metal, Plastics & Cartons (GMP)

- ✓ **Place** in the “GMP Recycling” labeled bins.
- ♻️ **Recycle** all clean and dry rigid plastics, glass, metals, and Tetra pak cartons for milk/soup/juice.
- ✂️ **Reduce** usage of single-use items.



Trash

- ✓ **Place** in designated bins after separating out recyclable items.
- ✂️ Please ensure recyclables, universal and electronic waste are separated from trash.
- ✂️ **Reduce** usage of single-use disposable items.



Questions?

- ✓ Contact recycling@greatforest.com for assistance with any questions regarding the program or where materials should be placed for collection.
- ♻️ **Recycle today for a better tomorrow.**

Tenant Waste and Recycling Management Guide

Recycling is law. Your building has a recycling program in place and provides assistance to help you comply with your obligation as a business to recycle under NYC, State and Federal laws. The NYC Department of Sanitation (DSNY) issues fines for non-compliance.

Never mix trash with recycling. All recyclables must be kept separate from trash, and you must ensure that you display bin labels and signage on ALL bins explaining the recycling program to your employees and visitors. The building provides a consultant from Great Forest to assist you with signage, decals, best practice sustainability tips, and to help you implement a compliant recycling program at your office.

Separate and recycle all paper, cardboard, and glass/metal/plastic/beverage carton containers as per DSNY inclusions.

Do not place in trash: electronic waste, universal waste, confidential documents, bulk waste (including large amounts of textiles). By law these must be properly handled. The Building Management Office can assist you in arranging safe storage and removal of these items. Please contact them via Workspeed.

If you have any questions regarding the program, or for more information about your legal obligation to recycle contact recycling@greatforest.com or the Building Management Office at 501ops@esrtreit.com

Installing Your Recycling Program

Contact recycling@greatforest.com to schedule a call with a Great Forest sustainability expert, and follow the steps below:

1. Install trash and recycling bins throughout your space – ensure that recycling bins are located adjacent to all trash bins, and all bins are clearly labeled for intended contents.
2. Post recycling program signage in all common areas throughout the space to clarify the recycling program for all employees and guests.
 - a. **Management Recycling Program Guidelines (page 1)** should be posted in office management spaces and OSHA boards.
 - b. **Employee Recycling Program Guidelines (page 2)** should be posted in all common staff areas where waste bins are located, including pantries, copy rooms and conference rooms.
3. Communicate with staff: make sure they know who they can approach with questions.
4. Double-check your compliance using the checklist.
5. Look at what else you can recycle, reuse or donate and set Zero Waste policies and goals.
6. Contact the Building Management Office via 501ops@esrtreit.com to arrange for safe disposal and recycling of universal waste, electronic waste, confidential documents, and other regulated waste.

Signage and Bin Decals

- ALL bins must be clearly labeled for intended contents.
 - Labels can be purchased directly from: <http://www.recycleacrossamerica.org/>.
- Building recycling program guidelines signage must be displayed in common areas. Recycling program guidelines are included as the first two pages of this packet.

Bin Purchasing

Purchase trash and recycling bins from <http://www.trashcandepot.com/>.

Waste Bin Setup – Points to Remember

Legal Requirements – You must have sufficient bins to recycle all paper & cardboard and containers (glass/metal/plastic/cartons). By law universal and electronic waste may not be placed in regular bins and must be handled safely. All bins must be clearly labeled to clarify the intended contents.

Layout – Set up bins to incentivize recycling. Reduce trash bin usage by avoiding standalone trash bins and ensuring recycling bins are always conveniently located. If installing desktop bins, mandate they are for paper recyclables only.

Logistics – Only implement a single-stream program if first authorized by Property Management.

Consistency – Reduce the opportunity for cleaners to confuse bins and cause contamination by using consistent bins and colors.

Hazardous, Universal and Electronic Waste Recycling Guide

Harmful products such as light bulbs, batteries, electronics, and other products that contain certain chemicals, such as mercury, are hazardous to the environment and cannot be discarded with garbage or recycling (by law).

Tenants must recycle or safely dispose of rechargeable, auto, or other hazardous batteries, thermostats, light bulbs, and electronics. Contact the Building Management Office via 501ops@esrtreit.com to opt into existing shared programs or if in need of assistance.

Beyond Recycling - Zero Waste

Recycling is only one part of sustainable waste management. Aim for a Zero Waste workplace by prioritizing waste reduction and reuse efforts within your space.

The most effective way to reduce waste is to not create it in the first place. Making a new product requires a lot of materials and energy - raw materials must be extracted from the earth, and the product must be fabricated then transported to wherever it will be sold. This process heavily consumes the Earth's resources.

Reduction and reuse strategies promote opportunities that avoid the need to create new products – saving natural resources, reducing environmental impacts, and saving money!

Strategies to reduce and reuse in the office include:

- Set double sided printing as the default mode. When buying printer paper, prioritize recycled content.
- Switch from disposable plates and cutlery to chinaware and metal cutlery to reduce the generation of single-use waste.
- Bring a travel mug for your coffee to minimize usage of paper cups.
- Implement a policy to only purchase rechargeable batteries for electronic devices.
- Bring a reusable bag to avoid use of plastic bags.
- Sell or donate unwanted items instead of throwing them out.

For more information on Zero Waste, and how your office can implement a zero-waste program, please contact recycling@greatforest.com.


Donations

When it comes time to update the office furniture or IT equipment, instead of trashing these items consider donating them to a non-profit or charity. Not only will you be keeping these items out of the trash stream, but finding new homes for them with grateful recipients.

Great Forest has an extensive network of non-profits and charities that will accept a wide variety of items, and will be happy to assist you. Contact recycling@greatforest.com to facilitate a donation of your unwanted items. Donations are generally tax deductible.

Double Check Your Compliance

The NYC Department of Sanitation (DSNY) has the right to issue violations for non-compliance to the City's recycling laws. To ensure compliance, review the following checklist.

	Tenant Recycling Laws - Compliance Checklist
	Sufficient numbers of bins must be in place to collect all recyclable materials (cardboard & paper; glass/metals/plastics/beverage containers (GMP)).
	<u>All</u> bins throughout your space must be clearly labeled to clarify what materials to place inside.
	Recycling Program Guidelines Signage must be clearly posted in all central areas throughout your space (pantries, copy rooms, OSHA boards) clarifying the recycling program.
	All trash must be collected in black bags, while all recycling must be collected in clear bags.
	If you employ your own janitorial staff, they must maintain material separation at all times, and cannot transport or store trash and recycling bags in the same container at any time.
	Signage must be installed in any waste holding areas to clarify differentiated staging points for all trash and recyclables (trash and recycling cannot touch).
	BIC decal - if you contract your own hauler or have a street level business, you must prominently display a hauler decal indicating the days of pickup and recycling program. Additionally, always maintain a written recycling agreement with your hauler(s) to confirm separate collection of recyclables.
	Ensure that the following materials are never disposed of in the regular trash or recycling: Electronics; Universal Waste – bulbs, batteries and ballasts; Hazardous Waste – paints, chemicals, fats, oils, greases; Bulk Waste; Construction & Demolition Waste; Textiles (if more than 10% of the waste stream).
	Ensure you safely handle, store and label Hazardous and Universal Waste. Specific instructions on labeling new and used bulbs, using accumulation dates and disposing of universal waste in designated time periods can be provided on request.

FAQs

Note something different to at home or another municipality?

Keep up to date with what can be recycled, as this is subject to change. Recycling is based on:

- Local markets for recycling commodities
- Capacity of local haulers, processing facilities and vendors
- Cities and municipalities may have pilot recycling programs using vendors not available to commercial haulers
- Local laws

Are the cleaners doing the right thing?

Ensure you follow the program the building allows (as it is often dictated by larger logistical factors than convenience):

- Small bins of the same kind (paper) may be tipped into a single larger bagged brute. This saves millions of liners per year. Central bins are tied off separately as they are usually larger bags.
- Tied off bags may be transported together to be moved.
- Bags of each type are placed separately in loading areas for recycling.
- Note: If you have extra or non-standard bins, cleaners may be confused and may not be able to accommodate this with their equipment or under union rules.
- A single desk-side recycling bin with some dry contamination can be sorted off site. A bag of trash is unlikely to ever be sorted, and usually contains lots of unsorted recyclables. Single desk-side paper bins capture more recycling off site.

Not sure if its glass/metal/plastic?

If it's rigid, go ahead and put it in the recycling. Optical sorters do a good job of taking out most things (except plastic bags and film which cause jams).

Not sure if its paper?

If it is mostly paper and it's not wet, place it in the paper recycling. The main contaminant of paper is moisture and grease.

Not sure if it's compostable?

Don't risk it, put it in the trash. Organics are not readily sorted and whole loads may need to be landfilled because of contamination. What you can include depends on the end destination of your organics (on-site digester, animal feed, industrial composting). Bioplastics, bones, and fibrous vegetable matter may need grinding or hotter processing. Always read the inclusions on the signs, if in doubt, place only non-fibrous vegetable matter.

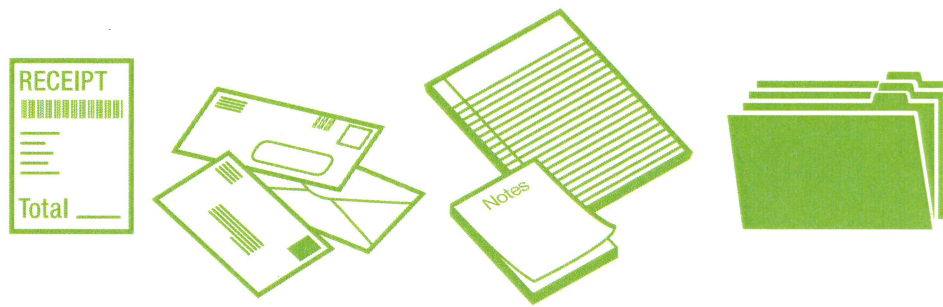
General Info

- [New NYC Business Recycling Rules](#)
- [DSNY ZeroWaste Reference Site](#)
- [Don't see it here? Ask Great Forest](#)

FOR NYC BUSINESSES

Paper

紙張 Papel



Receipts, Mail, Office Paper, Folders

收據、信件、辦公用紙、文件夾
Recibos, correo, papel de oficina, carpetas



Newspapers, Magazines, Catalogs

報紙、雜誌、商品目錄
Periódicos, revistas, catálogos

Cardboard

紙板
Cartón

SAMPLE SIGN—visit nyc.gov/zerowastebusinesses for more information.

標誌樣本——訪問 NYC.GOV/ZEROWASTEBUSINESSES 以獲取更多資訊。

MUESTRA DE AVISO—visite nyc.gov/zerowastebusinesses para más información.

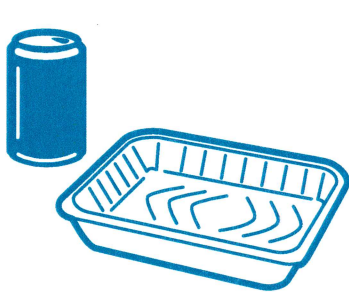
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FOR NYC BUSINESSES

Metal, Glass, Plastic, and Beverage Cartons

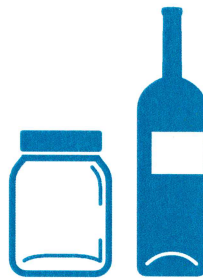
金屬、玻璃、塑料和飲料紙盒

Metal, vidrio, plástico, y cartones de bebidas



Metal Cans, Aluminum Foil

金屬罐、鋁箔
Latas metálicas,
papel aluminio



Glass Jars and Bottles

玻璃罐和瓶子
Tarros de vidrio
y botellas



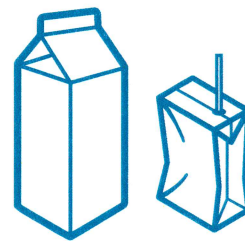
Rigid Plastic

硬質塑料
Plástico rígido



Mixed Metal/Plastic Objects

混合金屬/塑料物品
Objetos de metal/plástico mixto



Beverage Cartons

飲料紙盒
Cartones de bebidas

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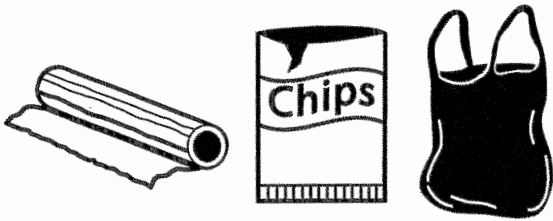
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FOR NYC BUSINESSES

Garbage

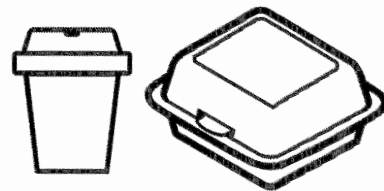
垃圾 Basura



Plastic Film and Wrap, Plastic Bags*

塑料薄膜和包裝、塑料袋*

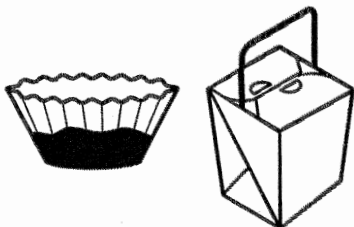
Película y envoltura de plástico, bolsas de plástico*



Foam Products

泡沫製品

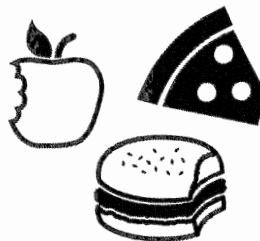
Productos de poliestireno



Soiled or Coated Paper

有污漬的紙或塗料紙

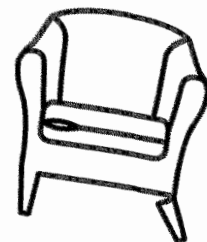
Papel sucio de comida o
papel encerado



Food Scraps

食物殘渣

Sobras de comida



Furniture

家具

Muebles

*Unless your business is covered by NYS Plastic Bag and Film Wrap law

*除非您的企業受《紐約州塑料袋和薄膜包裝法律》涵蓋

*A menos que su comercio se encuentre cubierto por la Ley sobre bolsas plásticas y envoltura de plástico de NYC

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