

# Recycling at the office.

## It's not a lot of work.

Recycling is now mandatory in commercial businesses!

California's AB 341 requires that businesses must separate recyclables from garbage.

Businesses which generate 4 or more cubic yards of commercial solid waste per week must begin recycling by July 1, 2012.

Contact Waste Management at (805) 955-4346 to see if you meet this specification.

### How Can I Help?

Recycling in the office is easy! Here are a few steps you can follow to start a recycling program at your business:

1. **Get your Recycling Starter Kit.** Recycling bins, labels, posters and more are available at [bottlesandcans.com](http://bottlesandcans.com) and by calling 1-800-RECYCLE.
2. **Designate a "Recycling Coordinator."** Every office needs a great manager with a little initiative.
3. **Arrange for collection.** You can contact local haulers (contact information in the link below) to explore your options for on-site recycling collection.
4. **Place your bins.** When people see a properly placed and labeled recycling bin, you'll find they can't help but do the right thing.
5. **Educate.** Make sure employees understand why recycling is important.



Please visit <http://www.ci.agoura-hills.ca.us/government/departments/solid-waste-management/commerical-services-recycling-program> for more information and tools to help you recycle.

**Because recycling is everybody's business.**

(Source: CalRecycle)