



# COUNTY DEPARTMENTAL RECYCLING PROGRAM



## RECYCLING FAQS

### **Beverage Container Recycling**

Can employees recycle their facility's beverage containers and keep the CRV rebates?

Yes, many County operations have separate beverage container bins and use the funds for office social activities including holiday parties. To find a beverage container recycling center in your area, visit CalRecycle

(<http://www.calrecycle.ca.gov/BevContainer/Recyclers/Directory/Default.aspx?lang=en-US>)

Who collects recyclables from the bins?

Your Building or Facilities Management empties bins they have provided your facility. Collection from additional beverage container recycling bins obtained free of charge from the Countywide Recycling Coordinator is the responsibility of the department. Employees may volunteer to empty bins when full to obtain funds for office social activities. You may also coordinate with your Building or Facilities Management to empty any additional bins and keep the recycling rebate.

Who does our Building or Facilities Management contact to arrange for hauling service of beverage containers for recycling?

Arrange free collection with the County's sponsored non-profit organization:  
SGV Conservation Corps, Norma Martinez (626) 444-5337

### **Paper Recycling**

How can we get bins?

The Countywide Recycling Coordinator can provide desk side bins free of charge to departments based on availability and funds. There should be at least 1 desk side bin at each printer workstation. For each facility, there should be at least 1 cart with proper signage provided by your Building or Facilities Management for each of the following:

- **White paper** (includes printer/copy paper with minimal colored ink use and lined notebook/ledger paper)
- **Mixed paper** (includes colored paper, vellum, coated paper, heavy paperboard, carbonless paper, and newspaper)
- **Corrugated cardboard**

Who does our Building or Facilities Management contact to arrange for hauling service of paperboard and cardboard for recycling?

County has agreements with approved vendors to collect and recycle paper. To view contract terms and conditions, you may contact Internal Services Department, Linda Zhang at (323) 267-2205. Paper Recycling vendors will rebate your agency a market rate for your paper and cardboard. To obtain services, contact:

#### Paper Recycling

- Pan Pacific, (562) 307-2704, Tom Nava

#### Document Destruction

- File Keepers, (323) 728-3133, Kitty Handberry (rebated service)
- Safeshred Co, (323) 721-4300 Ext:204, Tami Maynard (no fee service)
- Southbay Document Destruction, (310) 217-9985, David Barile
- Goodwill Industries Of Southern California, (818) 782-2520, Louise Oliver



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### **Hazardous Waste, Electronic Waste, and Universal Waste**

#### What materials should not end up in the trash?

Hazardous waste, e-waste, and universal waste are non-recyclable and prohibited in the trash. Examples of this type of waste include batteries, aerosol cans, ink correction fluid, fluorescent bulbs, paint, electronic equipment, and thermometers. Laptops, cell phones, cameras, radios, and power tools are some typical products that use batteries. See below for contact info on hazardous waste disposal service.

#### Do we recycle batteries?

Yes. You can obtain a bin specifically for recycling batteries. Place sheets of sticker Battery Insulators or roll of masking tape next to bin for employees to cover positive end of small batteries before placing into lidded battery recycling bin. Place roll of non-metallic adhesive tape next to bin for employees to cover both contacts/terminals of large batteries before placing into the battery recycling bin.

#### Who does our Building or Facilities Management contact to arrange for hauling service of hazardous, electronic, and universal wastes?

Electronics, hazardous waste, and universal waste are disposed by Hazardous Waste vendors. To view contract terms and conditions, you may contact Internal Services Department, Tatiana Menendez at (323) 267-2615.

Some computer equipment, toner cartridges, and auto batteries can also be sent back in their original packaging to the manufacturer. Inquire with your procurement unit if the vendors take back old computer equipment or spent toner cartridges or auto batteries, or check the package for the manufacturer's phone number to inquire about recycling options.

### **Service Contacts**

#### How do we coordinate pickup of trash, recyclables, confidential documents, and hazardous waste?

Contact your Facility Manager to coordinate with the appropriate vendor.

#### How do we dispose of County usable, extra supplies?

Contact the County Surplus Program Coordinator(s) for your Department.  
(<http://countysurplus.co.la.ca.us/scripts/surCoordID.cfm>)

#### How else can we support recycling?

Procure post-consumer recycled paper and remanufactured toner cartridges for monochrome laser printers. (*List of County-approved vendors* - <http://dpw.lacounty.gov/epd/drp/paper.cfm>)

#### How do we obtain recycling bins?

Contact Department of Public Works, Environmental Programs Division at [CDRP@dpw.lacounty.gov](mailto:CDRP@dpw.lacounty.gov) or (626) 458-5184.

#### How do we find additional recyclers?

You can learn more about recycling other materials and products, and find more recyclers at the following websites:

- County Smart Business Program (<http://dpw.lacounty.gov/epd/brtap/recyclingsite/resources>)
- CleanLA (<http://dpw.lacounty.gov/epd/cleanla/Government.aspx>)
- County Waste-Free Future (<http://dpw.lacounty.gov/epd/Roadmap/Resources.cfm>)
- CalRecycle (<http://www.calrecycle.ca.gov/Recycle>)
- Other Resources (<http://dpw.lacounty.gov/epd/Links/Links.cfm>)