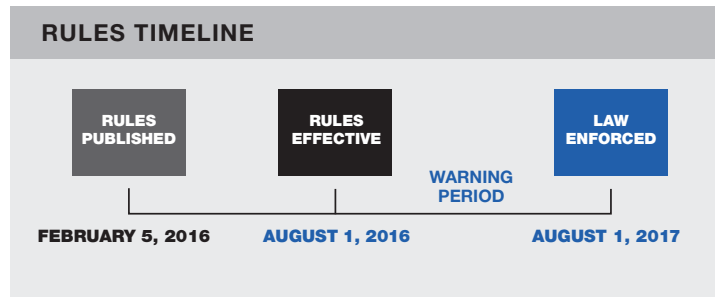


New Business Recycling Rules

All businesses in New York City are required to recycle certain materials and ensure to their best ability that those recyclable materials are properly handled by their private carter. Look inside for a description of the new recycling requirements and tips on how to comply. Please contact 311 or visit on.nyc.gov/business-recycling for more information.



HOW TO COMPLY:

- 1. Contract with a licensed private carter and develop a plan for how waste will be collected and set out for your building. If your building management handles waste, work with them to be sure your business complies with their plan and the City's recycling rules. The plan should comply with one of the following: source-separated collection, co-collection, or single-stream collection (see diagrams).**

NOTE: It is never, under any circumstances, permitted for recyclable material to be collected in the same bag with garbage, or be placed in the same compartment of a truck or container with garbage.

- Your business must post a sign identifying all carters you utilize and what material they collect. For recyclables, the sign must indicate how those recyclables are collected (source-separated, co-collected, or single-stream). This sign should be posted in a window or somewhere visible from outside the building.
- If your business prefers to transport your own recyclables, a registration must be obtained from the NYC Business Integrity Commission.
- Property owners and building management must notify tenants, at least annually, about the recycling and waste management policies of the building. Policies must be compliant with NYC rules and a copy of this notification must be available upon request by DSNY.

- 2. Set up customer and staff disposal areas.**

REQUIRED:

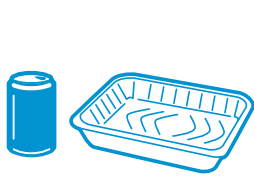
- All containers must have a label stating what material type the container is being used to collect.
- All recyclable material must be kept separate from garbage at all times (see diagrams).
- Post and maintain signs in maintenance areas or waste storage areas describing how recyclables and garbage should be separated.
- Post and maintain signs in public areas and staff areas describing how recyclables and garbage should be separated.

Tips on Interacting with Carters

- We encourage you to shop around for a carter that fits your needs and material types. Please visit nyc.gov/zerowastebusinesses for a list of some private carters and the services they provide.
- Businesses are required to comply with the rules in this notice. If you believe your carter or building management is not doing their part to recycle materials properly, file a complaint at: on.nyc.gov/dsny-complaints and DSNY will investigate.
- Know the rules. Sign up for a business recycling training or watch the webinar at: on.nyc.gov/zerowaste-business-resources.

What To Recycle

Metal, Glass, Plastic, and Beverage Cartons



**Metal Cans,
Aluminum Foil**



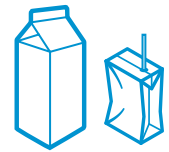
**Glass Jars
and Bottles**



Rigid Plastic



**Mixed Metal/
Plastic Objects**



Beverage Cartons

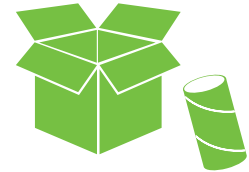
Paper



Receipts, Mail, Office Paper, Folders

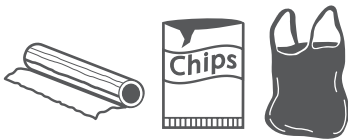


Newspapers, Magazines, Catalogs

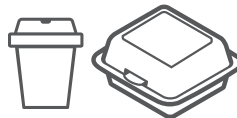


Cardboard

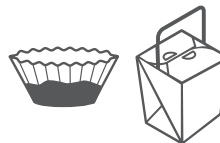
Garbage



**Plastic Film and Wrap,
Plastic Bags***



Foam Products



**Soiled or
Coated Paper**



Food Scraps**



Furniture

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

**Unless your business is covered by Commercial Organics law



Textiles

If textiles make up more than 10% of your business's waste during any month, you are required by law to separate and recycle all textile waste, including fabric scraps, clothing, belts, bags and shoes. You may be eligible for a free NYC textile recycling program; visit nyc.gov/refashion.



Yard or Plant Waste

If yard or plant waste makes up more than 10% of your business's waste during any month, you are required by law to separate and recycle all yard and plant waste, including grass clippings, garden debris, leaves, and branches. This material must be set out separately from all other material.



Organics

Certain large, food-waste generating establishments are required by law to separate organic waste for beneficial use. Find out if you are covered at on.nyc.gov/commercial-organics. This material must be set out separately from all other material.

NOTE: Certain materials require special handling. To avoid violations, please review the complete list at nyc.gov/zerowastebusinesses

How To Recycle

IMPORTANT: It is illegal to mix recyclables with garbage in the same container or compartment in a truck.



Source-Separated Recycling

	Metal, Glass, Plastic, and Beverage Cartons	Paper	Garbage
Staff and/or customer places material in the appropriate labeled container.			
Building staff manages three waste streams. Clear bags of metal, glass, plastic and cartons are set out separately from clear bags of paper and bundles of cardboard. Garbage is set out separately from recyclables.			
The three streams are collected by THREE separate trucks.			

CO-COLLECTION: With proper documentation, a carter may be permitted to co-collect source-separated recyclables in one truck. In this case, the business must post a sign indicating that co-collection is used and the name of the carter that is authorized to co-collect the recyclables.

Single-Stream Recycling

	Metal, Glass, Plastic, and Beverage Cartons	Paper	Garbage
Staff and/or customer places material in the appropriate labeled container.			
Building staff manages two waste streams. Clear bags of metal, glass, plastic, cartons, paper and bundles of cardboard are set out for collection separately from garbage.			
Recycling and garbage are collected by TWO separate trucks. Businesses must post a sign indicating single-stream recycling is used and that the carter is authorized to collect single-stream recycling.			

TIPS!

- Wherever there is a garbage bin, there should also be recycling bin(s).
- Color code your recycling program. Find examples of signage at: on.nyc.gov/zerowaste-business-resources.
- Know the rules. Sign up for a business recycling training or watch the webinar at: on.nyc.gov/zerowaste-business-resources.