



Business Recycling Profile

In Connecticut, recycling is mandatory. Connecticut General Statutes and the Regulations of Connecticut State Agencies require designated items to be recycled by **everyone**. Every resident, business, government facility, school, college, hospital, institution, etc. is required *by law* to recycle glass & metal food and beverage containers, plastic containers #1 and #2, boxboard, corrugated cardboard, magazines, newspaper, white office paper, colored office paper, scrap metal, Ni-Cd rechargeable batteries, used crankcase oil, lead acid batteries, leaves and grass clippings.

Recycling these items is a critical action we can all take to move the State towards achieving our recycling rate of 60% by 2024 as stated in the 2016 Comprehensive Materials Management Strategy. Complying with the state recycling laws has tremendous environmental benefits such as conserving natural resources, reducing pollutants emitted to our air and water; conserving energy, reducing greenhouse gas emissions, and eliminating the need for new solid waste disposal facilities.

This form is a guidance document to help businesses better manage their recycling program and increase recovery efforts. This form does not need to be submitted to the Connecticut Department of Energy and Environmental Protection (DEEP) unless it is requested, in response to an inspection and/or an enforcement action. For more recycling resources please visit our [Business Recycling Resources webpage](#).

Part I: Company Information

1. Company Name:				
Mailing Address:		City/Town:	State:	Zip Code:
2. Recycling Contact:		Title:		
Phone(s):		Email:		
3. Additional Contact:		Title:		
Phone(s):		Email:		

Part II: Facility/Operations

1. Type of business:				
2. Number of buildings:		4. Acreage of lawn area::		
3. Total square footage of building(s)		5. Number of employees:		

Part II: Facility/Operations (continued)

6. Current solid waste/recycling hauler(s):

Name:	Phone:
Name:	Phone:
Name:	Phone:

Check here if additional sheets are necessary, and label and attach them to this sheet.

7. Building Owner:

Mailing Address:	City/Town:	State:	Zip Code:
Phone:	Email:		

All Businesses Are Required to Recycle:

- **High Grade White Office Paper:** White copy paper, computer paper, office stationery, memo paper, etc.
- **High Grade Colored Office Paper:** Colored ledger or copy paper
- **Old Corrugated Cardboard:** Old or discarded corrugated boxes – *Not waxed*
- **Boxboard:** Including cereal boxes, tissue boxes, or chip board
- **Old Newspaper:** Used or discarded newspapers
- **Magazines**
- **Plastic containers #1 (PET) and #2 (HDPE):** Bottles and containers
- **Glass & Metal Food and Beverage Containers** (including 5¢ deposit containers)

- **Leaves:** Foliage which has fallen from trees must be recycled
- **Grass Clippings:** Best practice is to recycle grass by leaving grass clippings on the lawn.
- **Used Crankcase Oil:** Used crankcase oil from internal combustion engines
- **Lead Acid Storage Batteries:** Used batteries from cars, airplanes, boats, tractors, etc.
- **Scrap Metal:** Used or discarded items which consist predominantly of metals such as iron, aluminum, brass, copper, lead, chromium, tin, nickel, etc. or alloys of these metals, including but not limited to appliances.
- **Rechargeable Batteries:** Nickel-cadmium (NiCd) rechargeable batteries, both those contained within appliances and those sold individually are required to be recycled after they no longer are usable.

In addition to the state mandated recyclables listed above, check your **local ordinances** to learn about additional materials your business may be required to recycle.
60% by 2024

Part III: Company's Current Recycling & Recovery Efforts

Please use the table below to describe your company's current recycling program. Attachments of photos or other documents are also accepted if you are requested to submit this form.

RECYCLABLE MATERIAL	AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH (if you do not have weight data enter the number and size of containers and collection frequency)	HOW & WHERE MATERIAL IS COLLECTED	WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING
EXAMPLE: OFFICE PAPER (White and other paper combined)	One 40-gallon wheeled cart/week	Everyone collects at their desk; brought to central location (large wheeled cart near elevators). Janitor brings to loading dock when it is full (about once a week)	Our current trash hauler, (NAME) empties our paper recycling wheeled cart 2x/month (we call them as-needed) and material is taken to a permitted recycling facility (PERMITTEE NAME) in (TOWN).
Office paper (white paper)**			
Office paper (colored paper)**			
Newspaper**			
Other paper or mixed paper (please list types here)			

** Mandatory item that everyone is required to recycle in Connecticut.

Part III: Company's Current Recycling & Recovery Efforts (continued)

RECYCLABLE MATERIAL	AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH (if you don't have weight data enter the number and size of containers and collection frequency)	HOW & WHERE MATERIAL IS COLLECTED	WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING
<i>EXAMPLE: Old Corrugated Cardboard</i>	<i>We have a 4-yard dumpster behind our main warehouse. It's picked up twice a week.</i>	<i>Warehouse staff collect and flatten boxes as we go along. A small pile is created during a shift (we have 3 shifts/day). At the end of the shift an employee removes the small pile and brings to dumpster outside.</i>	<i>Our current trash hauler, (NAME) empties cardboard dumpster on Mondays and brings it to a properly permitted facility (PERMITTEE NAME) in (TOWN) for recycling.</i>
Corrugated cardboard**			
Boxboard**			
Magazines**			
Food and beverage containers (check all those collected for recycling) <input type="checkbox"/> Glass** <input type="checkbox"/> Metal** <input type="checkbox"/> Plastic 1&2** <input type="checkbox"/> Paper carton or (juice-type) box			
Other			

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Part III: Company's Current Recycling & Recovery Efforts (continued)

RECYCLABLE MATERIAL	AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACH MONTH (if you don't have weight data enter the number and size of containers and collection frequency)	HOW & WHERE MATERIAL IS COLLECTED	WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING
<i>EXAMPLE: Printer Toner cartridges</i>	<i>We have 8 printers in our offices and generally replace/recycle 1/month</i>	<i>Office manager returns all toner cartridges to Office Supply Store for a credit towards future office supplies</i>	<i>Use mailer envelopes that come with new toner. We mail them back to Office supply store (or they pick up with new deliveries).</i>
Lead Acid Storage Batteries (car, truck, boat)**			
Rechargeable Batteries**			
Used Crankcase Oil**			
Scrap Metal**			

** Mandatory item that everyone is required to recycle in Connecticut

Part III: Company's Current Recycling & Recovery Efforts (continued)

MATERIAL	AVG WEIGHT (indicate tons or pounds) COLLECTED FOR RECYCLING EACHMONTH (if you don't have weight data enter the number and size of containers and collection frequency)	HOW & WHERE MATERIAL IS COLLECTED	WHO PICKS-UP MATERIAL AND WHERE IS THE MATERIAL TAKEN FOR RECYCLING
<i>EXAMPLE: Leaves and other yard debris</i>	<i>N/A</i>	<i>Our landscape company (NAME, TOWN) mows our lawns and maintains our entry garden. They remove all the materials (although grass clippings are left on the lawn).</i>	<i>Our landscape company (NAME) takes them away to a properly permitted recycling facility, (PERMITTEE NAME, LOCATION).</i>
Leaves**			
Grass clippings**			
Brush, stumps and other yard debris			
Food waste			
Other			
Other			

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Part IV: Company's Current Waste Reduction, Reuse And Other Recovery Programs

WASTE REDUCTION, REUSE AND OTHER RECOVERY PROGRAMS	PROJECT DESCRIPTION
<i>EXAMPLE: Waste Reduction</i>	<i>Our cafeteria recently began using reusable trays and washing them instead of using Styrofoam trays which we were throwing away. We have also instituted a reusable mug program (providing a free mug to employees) to try and reduce the amount of coffee cup waste.</i>
Waste Reduction	
Waste Reduction	
Other	
<i>EXAMPLE: ReUse</i>	<i>Our company generates approximately 10 used Gaylord containers /week that we donate to Foodshare for their produce distribution program. We also donate over-stock and discontinued building supplies to the ReCONNstruction Center in New Britain.</i>
ReUse	
ReUse	
Other	
Other	

Part V: Recycling & Recovery Programs Planned

Please use the table below to describe future recycling efforts and how compliance with the mandatory items, if not already recovered for recycling, will be achieved.

IDEA / MATERIAL	ESTIMATED GENERATION RATE	HOW AND WHERE WILL THE MATERIAL BE COLLECTED?	WHO WILL PICK-UP THIS MATERIAL? FINAL/END MARKET?	WHEN WILL PROGRAM BE IMPLEMENTED?
<i>EXAMPLE: Food and Beverage containers (glass, metal and plastic)</i>	<i>25 gallons/month</i>	<i>Will place barrel in break room; janitorial staff will empty and remove materials to a larger container on our loading dock.</i>	<i>There are a lot of 5¢ deposit containers. We're looking into having a local non-profit organization collect them for free and redeem the deposits.</i>	<i>We will start this program by August 8, 2008 (2 weeks from now).</i>
<i>EXAMPLE: 55 gallon drums</i>	<i>10/week</i>	<i>We generate 55 gallon drums, which <u>contained non-hazardous substances</u>. We stockpile them outside the plant until we have 50 drums.</i>	<i>Working with XYZ, a company that reconditions the drums. We've found this to be more cost effective than recycling them at this time.</i>	<i>We've already started collecting and expect our first pick up to be next week (June 5, 2008)</i>

Part V: Recycling & Recovery Programs Planned (continued)

IDEA / MATERIAL	ESTIMATED GENERATION RATE	HOW AND WHERE WILL THE MATERIAL BE COLLECTED?	WHO WILL PICK-UP THIS MATERIAL? FINAL/END MARKET?	WHEN WILL PROGRAM BE IMPLEMENTED?
<i>EXAMPLE: 5 gallon buckets</i>	<i>15-30 <u>buckets/month</u></i>	<i>We generate buckets (<u>contained non-hazardous substances</u>) and cannot use them. Will rinse and stack (with lids) off to side of loading dock.</i>	<i>We're trying to secure a <u>connection with a local reuse center or distribute via materials exchange program.</u></i>	<i>We hope to start this program by <u>the end of August 2008.</u></i>

Reminder: *This form is only required to be submitted when requested by DEEP.*

When requested by DEEP, please include photos of your recycling bins and containers and any copies of recycling/waste contract. If you have additional pages or items to help explain/show successes in your waste recycling/recovery efforts, please attach those as well including brochures, flyers, employee educational materials, etc.

When requested by DEEP, please submit the completed form and all Supporting Documents to:

DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
 BUREAU OF MATERIALS MANAGEMENT & COMPLIANCE ASSURANCE
 WASTE ENGINEERING AND ENFORCEMENT DIVISION
 79 ELM STREET, 4TH FLOOR
 HARTFORD, CT 06106-5127

PHONE: (860) 424-3365