

### **Why is waste recycling an important issue?**

The typical business office generates approximately 1.5 pounds of waste paper per employee per day. But 77% of this waste paper can be recycled. However, paper is not the only product that can be recycled; there are many other products in an office that this can apply to. Recycling is very beneficial to the environment – it saves energy, natural resources, and it does not require the use of landfills or incinerators. Not only is it good for the environment, it can also be cost-effective because it reduces waste disposal costs.

### **What products can be recycled? What products cannot be recycled?**

Recycling programs vary city by city. San Francisco residents or businesses can recycle aluminum cans and foil, glass bottles and jars, tin cans, plastic bottles and containers, food waste, and mixed paper items. Special recycling programs are available for businesses in downtown San Francisco.

Mixed paper includes white paper, glossy paper, colored paper, computer paper, Xerox ream wrapping, fax paper, shredded paper, letterhead, brochures, newspapers, magazines, junk mail, plastic window envelopes, adding machine tape, file folders, poster board, paper bags, phone books, paperback books, and flattened cardboard.

Ceramic dishware, light bulbs, plastic bags, styrofoam, and plastic bags cannot be recycled.

### **How can offices start recycling?**

- If your office is not recycling, contact Sarah Hall about setting up a recycling program with Corporate Properties. Depending on whether your space is Wells Fargo-owned or leased, the approach differs. In San Francisco, a free waste audit may be available for our downtown office buildings through Sunset Scavenger Company or Golden Gate Recycling. Their contact information is located at [www.sfrecycling.com](http://www.sfrecycling.com).
- Motivate other staff members to recycle. Educate other staff members about the importance of recycling and how they can recycle in the office.
- Make sure bins or collection boxes are labeled with clear instructions.
- Start by recycling a few items and later add additional items after employees understand and get used to the process.

### **How can offices properly dispose food scraps?**

In San Francisco, businesses can implement a composting program. All types of food can be disposed of in this way, including bones and eggshells. Food-soiled paper like paper towels can also be composted along with the food scraps instead of disposing of them in the garbage.

### **What are other informative websites about recycling waste?**

- California's Integrated Waste Management Board shares waste prevention and recycling information that is directed towards businesses:  
<http://www.ciwmb.ca.gov/BizWaste>
- The United States Environmental Protection Agency provides its own information and even links to other organizations that give information about recycling:  
<http://www.epa.gov/epaoswer/non-hw/muncpl/recycle.htm>