



## COUNTY DEPARTMENTAL RECYCLING PROGRAM



### RECYCLING FAQS

#### **Beverage Container Recycling**

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

Yes, many County operations have beverage container recycling bins and use the refunds for office social activities. To find a beverage container recycling center in your area, visit CalRecycle at:

<https://www2.calrecycle.ca.gov/wheretorecycle/>

Who collects recyclables from the bins?

Your Building or Facilities Management, through its own or contracted custodial staff, empties the recycling bins provided for the facility. Each Department may self-recycle or subscribe to recycling service with a waste hauler or a non-profit organization.

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

Arrange free collection with the County's sponsored non-profit organization:

San Gabriel Valley Conservation Corps, (626) 594-4662, Carmen Gonzalez

Los Angeles Conservation Corps, (213) 749-3601 Ext: 218, Carla Alas

#### **Paper Recycling**

How can we get bins?

The Countywide Recycling Coordinator may provide desk side bins to departments based on availability and funds. A minimum of one desk side bin should be placed adjacent to each printer workstation. Each facility shall have at least one totter cart with proper signage provided by your Building or Facilities Management for each of the following:

- **White paper** (includes printer/copier 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 and recycling service for paperboard and cardboard?

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. To obtain services, contact:

#### Paper Recycling

- San Gabriel Valley Conservation Corps, (626) 594-4662, Carmen Gonzalez
- File Keepers, LLC, (323) 728-3133, Kitty Handberry

#### Document Destruction

- File Keepers, LLC (323) 728-3133, Kitty Handberry
- Safeshred Co. Inc., (323) 721-4300 Ext:204, Tami Maynard
- South Bay 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 these types 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. The Countywide Recycling Coordinator may provide battery recycling bins free of charge to departments based upon available funding. 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 for 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, Ted Lo, at (323) 267-2207.

Some computer equipment, toner cartridges, and auto batteries can be sent back in their original packaging to the manufacturer. Inquire with your procurement unit if the vendors take back old computer equipment, spent toner cartridges or auto batteries. You may ask 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 Surplus Coordinator(s) for your Department. (<http://countysurplus.co.la.ca.us/scripts/surCoordID.cfm>)

#### What else can we do to support recycling?

Procure recycled-content paper and remanufactured toner cartridges. (*List of County-approved vendors*) – (<https://dpw.lacounty.gov/epd/drp/PreferableGreenProducts.aspx>)

#### How do we obtain recycling bins?

Contact Public Works, Environmental Programs Division at [CDRP@pw.lacounty.gov](mailto:CDRP@pw.lacounty.gov) or Arlene Morales at (626) 458-7834.

#### 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 (<https://pw.lacounty.gov/epd/sbr/recyclingsite/resources>)
- Clean LA (<https://pw.lacounty.gov/epd/cleanla/Government.aspx>)
- County Waste-Free Future (<https://pw.lacounty.gov/epd/Roadmap/Resources.cfm>)
- CalRecycle (<https://www.calrecycle.ca.gov/Recycle>)
- Other Resources (<https://pw.lacounty.gov/epd/Links/Links.cfm>)