


# OFFICE RECYCLING'S DIRTY DOZEN

NEVER PLACE THESE 12 ITEMS IN YOUR OFFICE RECYCLING BIN

**1** 

**PLASTIC BAGS**

Recycle these at your local grocery store or food bank.

**2** 

**FLUORESCENT BULBS**

Typically, businesses must recycle bulbs with a special vendor or use a prepaid mail-back program.

**3** 

**SINGLE-USE CUPS & CUTLERY**

Use reusable cups, mugs and cutlery. Give unopened cutlery packets to soup kitchens or shelters.

**4** 

**FROZEN FOOD TRAYS**

Microwaveable meals, pizza and similar food packaging should be thrown away.

**5** 

**INK CARTRIDGES**

Contact your supplier for recycling.

**6** 

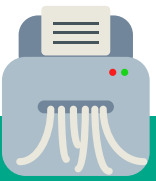
**PADDED BUBBLE ENVELOPES**

If padded with paper, these can be recycled.

**7** 

**CABLES, CORDS & CONNECTORS**

Give away, donate if still viable or recycle at electronics stores.

**8** 

**SHREDDED PAPER**

This can become litter or jam equipment. Use a professional service.

**9** 

**BATTERIES**

Put single-use batteries in the garbage. **NEVER** put rechargeable batteries in the trash or recycling bin.

**10** 

**FOODS & LIQUIDS**

Empty and rinse containers that can be recycled.

**11** 

**K-CUPS & OTHER COFFEE PODS**

Empty the grounds for composting and place plastic into waste bin.

**12** 

**WHEN IN DOUBT, THROW IT OUT!**

If you are unsure, the best option is to toss it.

These items may be recyclable at other places but should not be placed with traditional items (i.e., paper, bottles, cans). Visit [scdhec.gov/smartbusiness](http://scdhec.gov/smartbusiness) or [scdhec.gov/recycle](http://scdhec.gov/recycle) for more information.



# Are you a Smart Business?

Businesses – large or small – purchase goods and services, use energy and water, and generate and dispose of waste.

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**In fact, MORE THAN HALF OF THE WASTE GENERATED in South Carolina comes from businesses.**

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[scdhec.gov/smartbusiness](http://scdhec.gov/smartbusiness)

Operating in an environmentally responsible fashion, businesses can lead by example with everyday practices that help protect and preserve the state's environment and natural resources.

## What can the S.C. Smart Business Recycling Program do for me?

The S.C. Smart Business Recycling Program offers **FREE, CONFIDENTIAL** assistance including:

- **Site visits** (virtual or in person) to assess waste reduction, reuse and recycling opportunities;
- **Contacts** for service providers and potential markets for recovered material and industrial by-products;
- **A website** with best practices and information on how and where to recycle, report and buy recycled-content products;
- **Workshops, webinars, and an electronic newsletter;** and
- **A statewide recognition program.**

## How can your business benefit?

Waste reduction and recycling not only conserve natural resources and help protect the environment, but also may benefit your business by:

- **Providing savings** from reduced disposal and material costs;
- **Producing potential revenue** from the sale of recycled material; and
- **Demonstrating leadership** through commitment to sustainability and your local economy.

## Schedule your FREE, CONFIDENTIAL site visit!

- **Analyze** your current waste stream through a Waste Audit.
- **Identify** waste reduction and recycling opportunities.
- **Purchase** recycled-content goods.

## Design your recycling program and acquire equipment.

- **Launch your new program** – with support from the Smart Business Recycling Team!
- **Educate and promote.**
- **Need assistance with instruction?** Schedule a training session with us.
- **Recycle the right way.** Use the "Office Dirty Dozen" guide on the flip side.

## Report your success for the 'S.C. Solid Waste Management Annual Report.'

- **Track** what is recycled in your organization.
- **Report** your data for inclusion in the "S.C. Solid Waste Management Annual Report" each year.
- **Apply to be a Smart Business Recycling Award Winner** and gain statewide recognition for your program and efforts!

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For more information and how to participate, please visit or call

[scdhec.gov/smartbusiness](http://scdhec.gov/smartbusiness) • 1-800-768-7348

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