

Climate Smart Communities



Monroe County PE5: Recycling Bins In Government Buildings

The third program strategy outlined in Monroe County's Local Solid Waste Management Plan is to increase recycling at County facilities. The premise behind this initiative is that the County will act as a model to its municipalities by increasing staff recycling. The County also has a number of facilities that are frequented by the public, and enhanced recycling in these spaces will raise the visibility of public space recycling and provide education on how to recycle right.

In 2017, Monroe County began its evaluation of existing recycling receptacles and the collection process in six county buildings. Waste and recycling containers were inventoried for each building and Monroe County Solid Waste staff met regularly with Facilities staff to discuss the existing process for servicing containers.

The project goals are:

- Increase recycling throughout the county in both office spaces and in areas used by the public
- Enhance recycling education throughout all Monroe County facilities
- Reduce the amount of trash in office containers, therefore reducing trash disposal costs
- Operate a cost effective program
- Collaborate with the City of Rochester (who was undertaking a similar project)
- Create & promote a unified message - this includes a rebranding of all recycling/trash signs (See related article "*Illustrated Recycling Signs*"), throughout county buildings to properly educate employees on what should go in a recycling bin and what should go in the trash



The project started with a time consuming inventory of all trash & recycling containers in six Monroe County core facilities (County Office Building, Hall of Justice, Public Safety Building, Watts, St. Paul and Westfall). One of the first discoveries was the existence of many different and conflicting recycling messages. Signage was outdated and was not aligned with the branding of the County's updated recycling messaging.

While working closely with the facilities staff, a number of lessons were learned - different facilities handle waste differently; facilities staff emptied desk side trash daily - but not desk side recycling; employees were using certified document destruction totes for more than their intended use (resulting in increased disposal costs); and the improper signage/labeling of containers and colored containers were found to be a source of confusion, to name a few.

There are three options for office recycling: mixed recycling, trash/garbage and certified document destruction. One task was to place proper signs above every color-coded container (see picture) placed inside a county facility. The project included working closely with the City of Rochester (the hauler) to provide consistent looking containers throughout County facilities as well as recycling and trash containers (dumpsters) outside of the facilities. This step assured our staff consistency from building to building. Additionally, the proper size containers/dumpsters were provided at each facility.

Monroe County had to get smarter and better understand how we can be most effective at getting individuals to recycle more - and more important, to **recycle correctly**. It all comes down to providing the proper information in a clear, concise and consistent manner. **We believe people want to recycle, they just are never sure what is and what is not recyclable.** The new **Recycle Right Sign Suite** sign suite addresses this fundamental issue - consistency. We have also incorporated **Twin the Bins** – wherever there is a recycle container, there is always a trash container. This gives people the option - not just what is convenient, but the ability to make an educated choice regarding proper disposal.

Another aspect of this project came down to providing the correct containers for trash and desk side recycling, which were purchased by Monroe County DES.

In April of 2018, a pilot program, using best practices such as “twinning the bin,” color coordinated receptacles, and signs depicting acceptable materials, was implemented in public space areas of two buildings with frequent public traffic - the County Office Building and the Hall of Justice. Later that summer, deskside bins (a larger recycling bin connected to a smaller waste receptacle) were implemented in the same buildings. Flyers, which indicated acceptable materials for desk side recycling bins, were distributed to each employee. The communications plan included email from the County Executive encouraging participation in the County’s enhanced office recycling program.



In October of 2018, facility staff completed the first phase of this project, involving the replacement of all trash and recycling desk side containers in the Hall of Justice and the County Office Building. These containers provided employees with more room for recycling and less room for trash. Facilities staff also left a flier with the proper recycling information on each desk. Recycling and trash containers have also been replaced in all breakrooms.

Monroe County purchased 2,000 receptacles and plans to purchase 2,000 additional bins.

In addition to the dedicated solid waste department staff, a part-time County employee has recently spent time assisting in the effort to increase recycling efforts throughout the County facilities.

In 2020, the County standardized their recycling information available through handouts, newsletters, and other media, and began providing this information to municipalities for a cohesive recycling message throughout the County.

Climate Smart Communities



**Monroe County
PE5: Recycling Bins
In Government Buildings
Email from County
Executive to Employees**

In 2019, the email below was sent to more than 4,000 Monroe County employees from then-County Executive Cheryl Dinolfo, indicating her support for the Refresh Recycling initiative in Monroe County Buildings. Copy of the actual email is not available due to a changeover in mail systems.

In an effort to **recycle more** and recycle more of the *right items*, Monroe County is rolling out a County Building *Refresh Recycling* program.

Through standardized receptacles and signs, we want employees to be empowered with the knowledge of how to recycle right. You'll notice new receptacles in common areas, lunch spaces, and even individual office spaces. The important thing to know is that the same items are accepted for recycling in all recycle bins. The County has transitioned to **Mixed Recycling**, which simply means: all acceptable papers, metal, glass and plastic containers can be mixed together in the same bin.

Located above receptacles in common areas, you will see signs-one for **Mixed Recycling** and one for Trash- with images of common items that belong in each bin. These signs are also attached to this email for your reference.

We need your help in recycling more and recycling right. At your desk, you'll notice that your trash bin has shrunk. Monroe County has set a goal to achieve a 60% recycling rate by 2025. Our current recycling rate is 37%, meaning that we dispose of more material than we recycle. Small efforts like right-sizing containers will help us achieve our ambitious recycling goal.

The County Building Recycling program will be rolled out in phases across all County-owned buildings. As we implement this initiative, it's important to note several other items that may also be a change in your facility:

- Blue recycling bins in desk areas will be treated as **Mixed Recycling** receptacles and emptied by County staff. Do not put any papers for confidential document shredding in this bin.
- Both garbage and recycling bins in desk areas will be serviced by County staff.

Do you consider yourself an avid recycler already? If so, consider joining our Recycling Building/Floor Leaders group. You'll receive additional communications and resources on recycling in order to serve as the point person for your team to help answer questions and lead the charge in advancing recycling in your building or on your floor. If interested, email mcdes@monroecounty.gov.

If you're unsure if an item is recyclable try our interactive search feature on the [ecopark website](#).

For additional questions, email mcdes@monroecounty.gov.

Climate Smart Communities



Monroe County PE5: Recycling Bins In Government Buildings Invoices for Bin Purchases

GRAINGER

1999 MT. READ BLVD.
ROCHESTER, NY 14615-3700
www.grainger.com

JUN 29 2018

MONROE COUNTY CONTROLLER'S OFFICE

GRAINGER ACCOUNT NUMBER 832682983
INVOICE NUMBER 9825404743
INVOICE DATE 06/21/2018
DUE DATE 07/21/2018
AMOUNT DUE 6,655.00

PO NUMBER: 7400000738
CALLER: LUANN MEYER
CUSTOMER PHONE: (585) 753-1100
ORDER NUMBER: 1324269894
INCO TERMS: FOB DESTINATION

2/0

BILL TO
MDG2018 00006402 1 MB 0424

MONROE COUNTY
39 W MAIN ST STE 401
ROCHESTER, NY 14614-1417



Pay invoices online at:
www.grainger.com/invoicing
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU!

FEI NUMBER 36-1150280

FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
		The following items were for: STEVE PELETZ MONROE COUNTY DES ECO PARK 10 AVION DR ROCHESTER NY 14624-5156			
	4PGU8	TRASH CAN,RECTANGULAR,23 GAL.,GRAY CUST PART # 4PGU8 NYS #PC67235 MANUFACTURER # 4PGU8 Delivery# 6400503087 Date: 06/21/2018 Carrier: A DUIE PYLE INC No. of pkgs: 1 Wt: 2,062.50 SHIPPED FROM: DC BORDENTOWN, NJ - 010 400 BORDENTOWN-HEDDING RD BORDENTOWN NJ 08505	275	24.20	6,655.00
					INVOICE SUB TOTAL 6,655.00

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (i) DISPUTE RESOLUTION REMEDIES, AND (ii) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT WWW.GRAINGER.COM. PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT WWW.GRAINGER.COM/RETURNS.

These items are sold for domestic consumption. If exported, purchaser assumes full responsibility for compliance with US export controls. Diversion contrary to US law prohibited.

PAY THIS INVOICE; NO STATEMENT WILL BE SENT. PAYMENT TERMS NET 30 DAYS IN U.S. DOLLARS.

AMOUNT DUE 6,655.00

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
MONROE COUNTY
39 W MAIN ST STE 401
ROCHESTER, NY 14614-1417

REMIT TO:
GRAINGER
DEPT. 809192750
PALATINE, IL 60038-0001

809192750982540474310006655001000000010000000100000018072128

X

ACCOUNT NUMBER
832682983

DATE
06/21/2018

INVOICE NUMBER
9825404743

AMOUNT DUE
6,655.00

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE.



Monroe County
 Purchasing and Central Services
 200 County Office Building
 Rochester, NY 14614

Phone: (585) 753-1100

Fax: (585) 753-1104

Email: mcpurchasing@monroecounty.gov

Purchase Order

Purchase Order Number: 7400000738

Vendor Address
 Vendor#: 104357
 GRAINGER INDUSTRIAL SUPPLY
 MOCO ACCT #832682983
 430 WEST METRO PARK
 ROCHESTER NY 14623-2619

Ship To
 MONROE COUNTY DES
 ECO PARK
 10 AVION DRIVE
 ROCHESTER NY 14624

Bill To
 MONROE COUNTY CONTROLLER
 ACCOUNTS PAYABLE - ROOM 401
 39 W. MAIN STREET
 ROCHESTER, NEW YORK 14614

Information

Delivery Date	July 05, 2018	<i>LM</i>	P.O. Date	June 20, 2018
Buyer	Greg Hart		Collective ID	5000008536
Buyer Phone	585 753-1135		Delivery Terms	FOB DESTINATION
Contact Name	LUANN MEYER		Contact Number	585-753-7608

Item	Material/Description	Qty	UM	Unit Price	Net Amount
010	1044231 TOUGH GUY #4PGU8 TRASH CAN, 23 GAL, GRAY, RETANGLAR, WALLHUGGER SERIES, PLASTIC, OPEN TOP, NO LID FROST COATED FINISH, MOLDED HANDLES, 29-5/8"H, 20"W, 20-1/8"D	275	EA	\$24.20	\$6,655.00

INSTRUCTIONS TO VENDOR:

This Purchase Order is subject to the Terms and Conditions incorporated herein by this reference. All purchases are tax exempt.

Signature *Down C Staub*
 (Purchasing Manager)

Date June 20, 2018



Monroe County
Purchasing and Central Services
200 County Office Building
Rochester, NY 14614

Phone: (585) 753-1100

Fax: (585) 753-1104

Email: mcpurchasing@monroecounty.gov

Vendor Address

Vendor#: 104357
 GRAINGER INDUSTRIAL SUPPLY
 MOCO ACCT #832682983
 430 WEST METRO PARK
 ROCHESTER NY 14623-2619

Purchase Order

Purchase Order Number: 7400000738

Information

Delivery Date July 05, 2018
 Buyer Greg Hart
 Buyer Phone 585 753-1135
 Contact Name LUANN MEYER

SOA

P.O. Date June 20, 2018
 Collective ID 5000008536
 Delivery Terms FOB DESTINATION
 Contact Number 585-753-7608

Item	Material/Description	Qty	UM	Unit Price	Net Amount
020	1044232 TOUGH GUY #4PGU9 TRASH CAN,23 GAL,BLUE RETANGLAR, WALLHUGGER SERIES, PLASTIC, OPEN TOP, NO LID FROST COATED FINISH, MOLDED HANDLES, 30"H, 11"W, 20-1/8"D, WITH RECYCLING SYMBOL PER NYS CONTRACT #PC67235, QUOTE #2037122155 ***MUST CONTACT STEVE PELETZ @ #1.585.753.7564 TO SCHEDULE DELIVERY TO ECO PARK***	250	EA	\$24.20	\$6,050.00
***Total Amount					\$12,705.00

Climate Smart Communities



Monroe County PE5: Recycling Bins In Government Buildings Signage

Monroe County's RECYCLE RIGHT Program

MIXED RECYCLING



EMPTY **CLEAN** **UNBAGGED**

PAPER

- Empty cartons - **NO liquids**
- Empty and flatten boxes
- Contain shredded paper in paper bag or box



PLASTIC

- Empty bottles, jugs, jars and tubs - **NO food or liquids**
- Reattach lids and caps



METAL & GLASS

- Empty cans, bottles and jars - **NO food or liquids**
- Clean foil
- Reattach lids and caps



NO bags
 NO shredded paper in plastic bag
 NO cups
 NO liquids

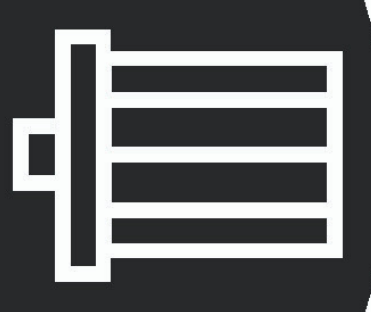


WHEN IN DOUBT, THROW IT OUT!


www.monroecounty.gov/recycling




TRASH

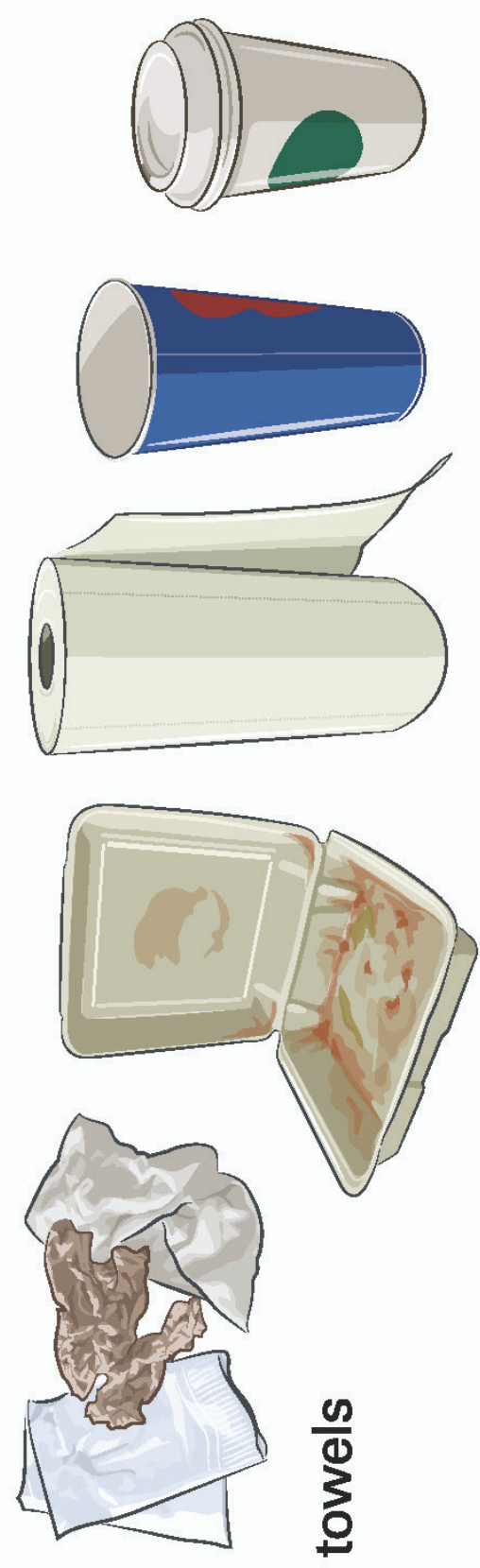


POUCHES AND WRAPPERS



DISPOSABLE FOOD ITEMS

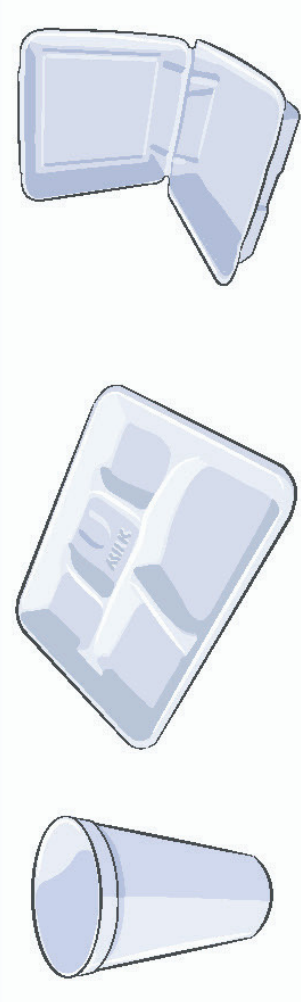
Napkins, tissues and paper towels
Wet or dirty items
Cups/lids



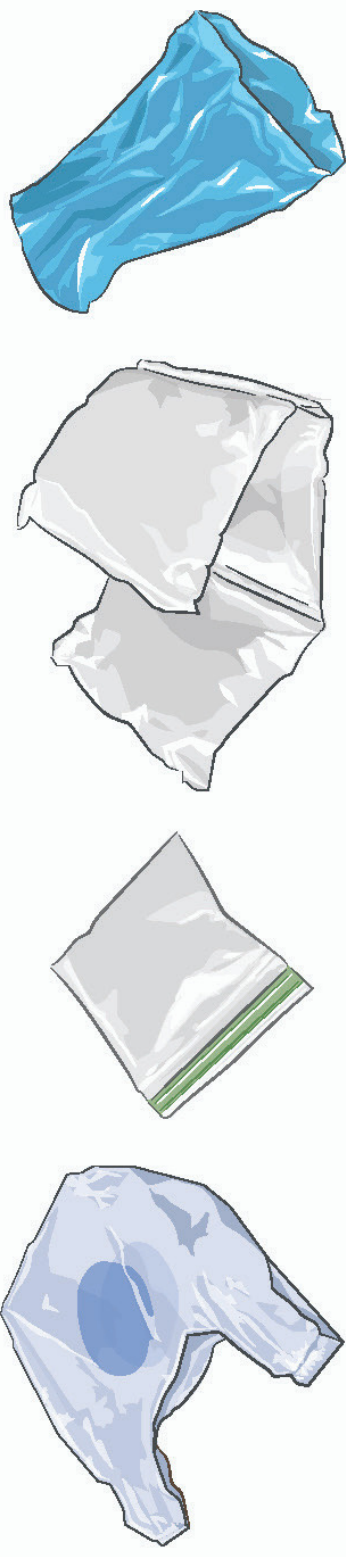
SINGLE USE PLASTICS



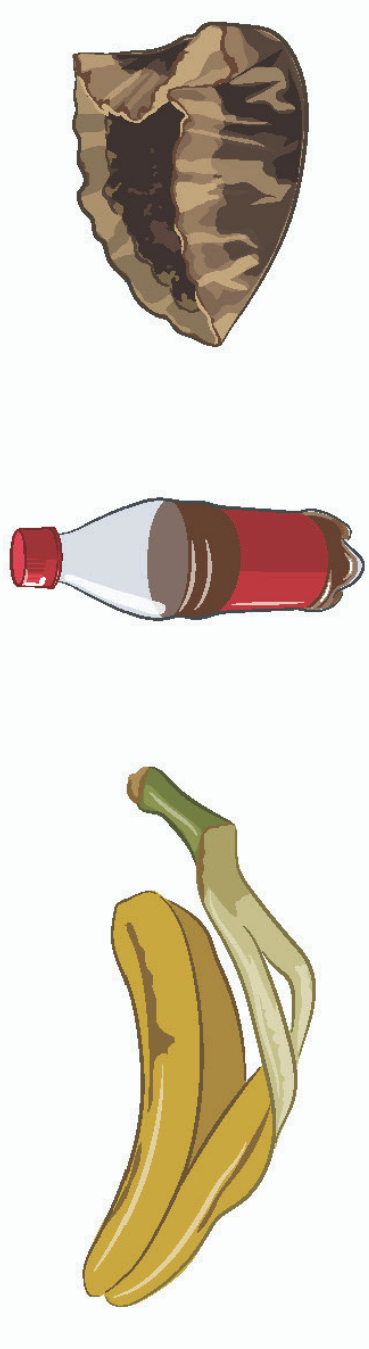
FOAM




PLASTIC BAGS AND FILMS




FOOD AND LIQUIDS





www.monroecounty.gov/recycling



Climate Smart Communities



Monroe County PE5: Recycling Bins In Government Buildings

Education:

Mixed Recycling Card

**Distributed to 4,000 employees
county-wide**

MIXED RECYCLING



Adam J. Bello
County Executive

✓ **EMPTY** ✓ **CLEAN** ✓ **UNBAGGED**

PAPER

- Newspapers and inserts
- Magazines and catalogs
- Softcover books
- Junk mail & office paper
- Gable-top cartons
- Pizza boxes
- Cardboard
(flatten not to exceed 2x4 ft.)
- Paper food boxes: cereal, cracker, pasta, etc. (flatten)
- Shredded paper in paper bag only



METAL & GLASS

- Metal cookware & foil-ware
- Metal food & beverage cans
- Glass bottles & jars
- Aerosol cans
- No window, mirror, baking glass



PLASTIC

- Bottles (beverage, soap, squeeze & spray)
- Jugs (milk, detergent)
- Jars
- Tubs (dairy products)
- Reattach caps, lids & spray pumps
- No foam (egg cartons, etc.)
- No Rx bottles*
- No straws or utensils
- No bags*
- No coffee pods
- No drink cups



KEEP OUT

- Cords/Hoses
- Clothing*
- Food/Liquid waste
- Propane Tanks*
- Ropes, Chains, Hoses
- Sharps/Syringes*
- Tarps, Pool Covers
- Plastic Bags/Film*



* Find out more at ecoparkmny.com

www.monroecounty.gov/recycling

FREQUENTLY ASKED QUESTIONS

Q | Can I recycle all plastics marked #1 - #7?

A | *The recycling symbol that includes a number does **NOT** necessarily indicate recyclability curbside. Recycle plastics by their shape - empty bottles, jugs, jars and tubs. For more information visit: www.monroecounty.gov/recycling*

Q | Should I separate my recyclables using plastic bags?

A | NO, keep recyclables unbagged and loose in container. *Plastic bags, cords, ropes, etc. wrap around recycling machinery causing facility downtime and also contaminate recyclable paper. Plastic bags and product wrapping may be recycled at most large retail outlets.*

Q | Can I recycle caps and lids from containers?

A | Yes. After rinsing, caps and lids should be reattached.

Q | Can Styrofoam™ egg cartons, coffee cups, and packing material with a #4 or #6 on it be recycled?

A | Foam cannot be placed in recycling bins. *The ecopark will accept clean, white, block packaging foam only. Visit ecoparkmcny.com for more information.*

Q | Can I place small electronics in my recycling bin or TVs and the like at the curb?

A | Electronics are not accepted curbside. *Visit ecoparkmcny.com for more information. Large metal appliances can be recycled by calling your waste collecting provider.*



Q | Can pizza boxes be recycled?

A | Yes, clean pizza boxes can be recycled. *If the bottom of the box is covered in grease and food, tear off and dispose and only recycle the clean lid.*

Q | Should I place my recyclables at the curb on very windy days or if a storm is forecast?

A | Recyclables that blow around the neighborhood are litter. *Use your good judgement on whether to delay your recycling.*

Q | Where can I get a new/replacement recycling container?

A | Contact your waste collection provider. *Containers may be purchased at home improvement stores but always check with your recycling collector first to ensure program compatibility.*

MORE QUESTIONS?

Call your waste collection provider
or email mcdes@monroecounty.gov

www.monroecounty.gov/recycling



Printed on recycled paper



@ecoparkmcny

Climate Smart Communities



**Monroe County
PE5: Recycling Bins
In Government Buildings
Education:
Elevator Signage**

MIXED RECYCLING



“REFRESH RECYCLING”



Recycling Myth:

Why Recycle? Recycling just ends up in the landfill.



Recycling Fact:

Proper recycling saves natural resources, creates jobs and provides for a cleaner environment!



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

[MonroeCounty.gov/recycling](https://www.monroecounty.gov/recycling)



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



FOOD & BEVERAGE CONTAINERS



Recycling Rule:

Recycle empty milk cartons, juice boxes and food cartons. Caps should be reattached.



Expert Tip:

Straws are not recyclable and should be thrown in the trash.



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



MAIL & ENVELOPES



Recycling Rule:

Place old mail & paper envelopes (including envelopes with windows) into recycle bin. Envelopes with bubble wrap are not recyclable.



Expert Tip:

Looking for a service to stop junk mail at your home or business?

ecocycle.org/junkmail



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO BAGGED RECYCLABLES

No Plastic Bags



Recycling Rule:

Do not bag recyclables. They must be loose in the bin!



Expert Tip:

If you store recyclables in a bag, simply dump them out when you get to your bin and re-use the bag!



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO PLASTIC BAGS



Recycling Rule:

Do not place any plastic bags or plastic wrap in with recyclables.



Expert Tip:

Re-usable bags are a great way to help our environment. Plastic bags can be returned to retail stores or ecopark.



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO CUPS



Recycling Rule:

Do not place any cups or lids into recycle bins!



Expert Tip:

Re-usable drink containers are a great way to generate less trash and save natural resources!



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

[MonroeCounty.gov/recycling](https://www.monroecounty.gov/recycling)



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO STYROFOAM



Recycling Rule:

Do not place Styrofoam products into recycle bins!



Expert Tip:

Packing peanuts are not recyclable.



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO FOOD OR LIQUIDS



Recycling Rule:

Do not place food or dirty containers into recycle bins!



Expert Tip:

If you don't have a way to clean a dirty recyclable container, it should be placed in the trash so that it does not contaminate clean recyclables.



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



NO SEPARATION OF RECYCLABLES



Recycling Rule:

Recyclable Paper, Glass, Plastic & Metal containers can all go into one recycle container. No need to separate recyclables.



Expert Tip:

All of the items that you recycle at home can now be recycled in the office.



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

[MonroeCounty.gov/recycling](https://www.monroecounty.gov/recycling)



WHEN IN DOUBT, THROW IT OUT!

MIXED RECYCLING



PIZZA BOX RECYCLING



Recycling Rule:

Cardboard pizza boxes without leftovers, grease or liners should be recycled.



Expert Tip:

Tear off the soiled parts of pizza box and recycle the rest



CHERYL DINOLFO
COUNTY EXECUTIVE

To learn more about Recycling visit:

MonroeCounty.gov/recycling



WHEN IN DOUBT, THROW IT OUT!

