

# **Town of New Lisbon Workplace Waste Reduction and Recycling Policy**

## **I. Policy Goal Purpose**

- Reduce waste, help conserve natural resources, and cut greenhouse gases.

## **II. Policy**

All town employees will reduce the amount of waste materials generated in the workplace whenever possible and will recycle the various materials identified in this policy. Each office will have a recycling container for waste materials.

## **III. Waste Reduction**

Commitment to Waste Reduction and Prevention – All town employees will reduce waste through the following practices, whenever possible:

- Print and photocopy on both sides of a sheet of paper
- Use E-mail to exchange documents and post business announcements to avoid using paper.
- Share magazines, periodicals, trade publications and newspapers.
- Re-use all copy paper printed on one side from fax machines, copiers and printers.

## **IV. Recycling**

- All town employees will have and use recycling bins located in each office
- Employees will maximize opportunities to recycle their waste whenever applicable.
- All town employees will follow the recycling program guidelines as trash or improper materials in the recycling container create a contamination problem.

### **Collect the following paper materials for recycling:**

White paper	Junk mail <sup>1</sup>	Post-It notes	Empty cans and bottles, e.g., water, juice, and soda <sup>3</sup>
Colored paper	Magazines	Corrugated Cardboard <sup>2</sup>	
Newspapers	Catalogues	Folders	
All envelopes	Fax paper	Computer print outs	

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1. Non-recyclable materials should be removed from junk mail before placing it in the recycle bin.  
2. To the extent practicable, cardboard should be left out of recycling bin and recycled separately.  
3. To the extent practicable, glass should be left out of recycling bin and recycled separately.