



## BUSINESS RECYCLING CHECKLIST

DEEP Inspectors use this form during their Inspections to assess compliance with the Recycling law, in accordance with Section 22a-241b(d) of the Connecticut General Statutes.

Name of Facility/Site: \_\_\_\_\_  
 Address: \_\_\_\_\_ Town: \_\_\_\_\_  
 Date of Inspection: \_\_\_\_\_ Name of Inspector: \_\_\_\_\_  
 Site Contact/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Does the company have a solid waste recycling program:  Yes  No

If so, please indicate which items are recycled:

**Mandatory –**

- |  |   |
|--|---|
| <input type="checkbox"/> Corrugated Cardboard  | <input type="checkbox"/> Glass/Metal – Food/Beverage Containers |
| <input type="checkbox"/> Boxboard*             | <input type="checkbox"/> Plastic Containers #1 PET and #2 HDPE* |
| <input type="checkbox"/> Newspaper             | <input type="checkbox"/> Ni-Cd Rechargeable Batteries           |
| <input type="checkbox"/> Magazines*            | <input type="checkbox"/> Used Oil (crankcase)                   |
| <input type="checkbox"/> White Office Paper    | <input type="checkbox"/> Scrap Metal                            |
| <input type="checkbox"/> Colored Office Paper* | <input type="checkbox"/> Lead-Acid Batteries (from vehicles)    |
| <input type="checkbox"/> Leaves (composted)    | <input type="checkbox"/> Grass Clippings                        |

**Other –**

- |  |   |
|--|---|
| <input type="checkbox"/> Electronics           | <input type="checkbox"/> Mercury Containing Equipment<br>(including thermometers)       |
| <input type="checkbox"/> Hearing Aid Batteries | <input type="checkbox"/> Discarded Mail   |
| <input type="checkbox"/> Shrink Wrap           | <input type="checkbox"/> Paper Beverage Containers<br>(Milk cartons and juice packages) |
| <input type="checkbox"/> Other (list): _____   |   |

\*Materials will be mandatory recyclables in 2012.

Name and title of person assigned to oversee the company's solid waste and recycling efforts:

\_\_\_\_\_

Name and title of person assigned to manage the company's solid waste and recycling efforts:

\_\_\_\_\_

Name(s) and title(s) of person(s) who collects solid waste and maintains separation of recyclables (custodial staff person, company/service, etc.):

\_\_\_\_\_

Name of trash hauler: \_\_\_\_\_

Does the same hauler provide recycling services: yes no

If not, who does: \_\_\_\_\_

Are separate containers provided: yes no

Did you take any photographs during the inspection? yes no

Is there a solid waste and recycling contract for services: yes no

Name, title, and phone number of contact person for contract information (corporate office, building management, etc.): \_\_\_\_\_

Is there a waste reduction, pollution prevention, or sustainability program or a "green team" for the company: yes no

If yes, describe briefly: \_\_\_\_\_

Storage areas for recycled material: Inside/Outside

Exposed to storm water? yes no

Observations the inspector should make:

- 1) Is there evidence of a recycling program? Check to see if there are recycling containers in logical locations, both inside and outside the building. Are all containers clearly labeled? For example, posting that clearly explains how recyclables should be managed; office paper recycling bins near copy machines and at individual workstations; bottle and can receptacles in cafeteria or break room; containers for corrugated cardboard in shipping/receiving area; dedicated dumpsters for recyclables near garbage area or shipping/receiving area; etc:
  
- 2) Are the recycling containers being properly used? For example, are the recycling bins contaminated with trash? Are the proper recyclables in the designated bins?
  
- 3) Do they educate staff as to the proper management of recyclables?