

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 

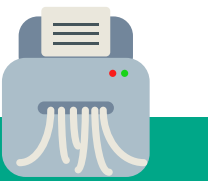
PADDED BUBBLE ENVELOPES

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 des.sc.gov/smartbusiness or des.sc.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.

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

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. The S.C. Department of Environmental Services' Smart Business Recycling Program (Smart Business) offers free, confidential assistance to create or improve your business' waste reduction and recycling program.

What does Smart Business offer?

SITE VISITS

- **Analysis** of the current waste stream through a Waste Audit;
- **Identification** of waste reduction and recycling opportunities; and
- **Potential opportunities** to purchase recycled-content goods.

RESOURCES

- **Assistance** to launch or enhance your waste reduction and recycling program;
- **Help** designing education and outreach material and signage; and

A website and newsletter with best practices, announcements, and additional information.

REPORTING & RECOGNITION

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

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:

- **Reducing** disposal and material costs;
- **Generating potential revenue** from the sale of recycled material; and
- **Showing leadership** through commitment to sustainability and your local community.



des.sc.gov/smartbusiness

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

des.sc.gov/smartbusiness • 1-800-768-7348
