

Polywell Waste Reduction and Recycling Policy

**1. Policy Goal Purpose**

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

**2. Policy**

All Polywell employees shall reduce the amount of waste materials generated in the workplace and recycle the various materials identified in this policy. Our goal shall be to eliminate any extra waste/garbage collection outside of regular weekly collection by the end of 2016.

**3. Waste Reduction**

Commitment to Waste Reduction and Prevention – All Polywell employees will practice waste reduction through the following practices:

* Print and photocopy on both sides of a sheet of paper whenever possible
* Use E-mail to exchange documents and post business announcements to avoid using paper.
* Share magazines, periodicals, trade publications and newspapers.
* Remove names from business mailing lists for current and previous employees by contacting companies that send multiple copies of the same catalog or literature.
* Circulate memos and documents using an employee routing slip
* Re-use all copy paper printed on one side from fax machines, copiers and printers

**IV. Recycling**

* All Polywell employees shall comply with the company’s recycling program
* Employees maximize opportunities to recycle their waste whenever applicable.
* All Polywell employees shall follow the recycling program guidelines as trash or improper materials in the recycling container create a contamination problem.

**1. Collect the following paper materials for recycling:**

|  |  |  |
| --- | --- | --- |
| White paper | Junk mail | Post-It notes |
| Colored paper | Magazines | Corrugated Cardboard |
| Newspapers | Catalogues | Folders |
| All envelopes, including those with plastic windows | Fax paper | Computer print outs |

**2. Collect the following glass, metal, and plastic materials for recycling:**

|  |  |
| --- | --- |
| Plastic bottles with a # 1, # 2, wide mouth # 5 plastic containers | Clear & colored glass food and beverage bottles |
| All metal food and beverage cans | Aseptic containers (drink boxes, soy milk, soup) |

Revised 12/01/2015 by K.Matsui