

# RECYCLING IS EVERYONE'S RESPONSIBILITY

## NOSHOK RECYCLING GUIDELINES



NOSHOK has enforced our recycling policy within our office for many years, and we are now increasing our commitment to create a green workplace with enhanced recycling initiatives. As part of the NOSHOK team, we expect every employee to participate 100% in upholding these environmentally-responsible and cost-saving initiatives.



A storage area has been set up in the northwest corner of the warehouse with large paper, plastic and glass containers to store our recyclables, which will be emptied on a regular basis. Recycling is everyone's responsibility. When you see a full container in the office or warehouse, empty it in these large containers.

### PAPER

We have increased the number of paper recycling containers throughout the building. You can place any type of paper in these containers, as long as it does not include labels with a sticky backing and is not contaminated with food or other solids/liquids. Used paper plates or envelopes with mailing labels, for example, would be considered trash and should be placed in your regular trash receptacle. Used paper towels, kleenex, and napkins are also considered trash, not recyclable. Any cardboard in the front office should be taken to any warehouse manager for proper disposal.



### PLASTIC

We recycle plastic containers including water bottles, coffee containers and such. A container is outside the fill lab door in the warehouse to collect all the plastic recyclables. If a plastic container was filled with liquid (other than hazardous chemicals), it can be placed in the plastic recycling receptacle. If it was used for food (i.e. yogurt, oatmeal etc.), it should be rinsed before being placed in the recycling receptacle.

The seven recyclable types of plastic are:

1 PETE	Soda, water bottles	2 HDPE	Milk jugs, detergents, shampoo bottles
3 V	Rigid plastic containers & juice bottles	4 LDPE	Plastic tubs & lids from butter etc.
5 PP	Yogurt containers & deli trays	6 PS	Plastic cups, plates, to-go containers
7 OTHER	Other (mixed plastic containers/products)		



### GLASS

Again, as long as they were filled with a non-hazardous liquid, glass containers may be recycled. A receptacle is located outside the fill lab door in the warehouse to collect all the glass recyclables. They do not need to be rinsed unless they contained food.



### ALUMINUM CANS

A designated container is in the warehouse near the fill lab door. Cans need to be emptied but not rinsed.



### BATTERIES

A designated container is in the northwest corner of the warehouse for used batteries; including cell phone/laptop, UPS, alkaline, lithium ion, and back-up batteries.

We will also be tracking our recycling progress on a monthly basis and will post the results throughout the building and on our website. This will allow us to see how much we are recycling, and chart our efficiency.

