

## OFMD Waste Can Guidelines

Below are the guidelines for trash/recycling cans for all OFMD offices and spaces.



All office suites are to have one tall blue recycling can and one tall trash can.



Individual desks are to have a small blue recycling bin, but no trash can.



Individual desks can have a small hanging trash receptacle on their recycling can, but it is the responsibility of the employee to empty this small can into the tall office trash cans.

The purpose of these guidelines is to:

1. Encourage employees to use reusable items where possible (coffee mugs, utensils, water bottle, etc.)
2. Decrease overall amount of waste generated
3. Encourage the use of recyclable items rather than items that must go to the landfill
4. Streamline custodial processes

To ensure correct waste sorting, please print [these signs](#) to attach onto your recycling and landfill cans. In summary: do not recycle plastic bags, paper coffee cups, Styrofoam, papertowels, or items with food or liquid contamination. If in doubt, place the item in the landfill can to avoid recycling contamination.