



See inside:

Recycling on Capitol Hill:

What...

Where...

and Why!



WE HAVE THE
POWER TO SAVE



Promoting resource conservation through energy efficiency, waste reduction, and recycling.



**REDUCE, REUSE
& RECYCLE**
when you
**RETIRE
RENOVATE**
and
RENEW
office space
and equipment

Start with the 3 R's:

REDUCE the amount of materials you consume by conserving, planning ahead, and going digital.

REUSE everyday materials instead of wasting disposable materials with each individual use.

RECYCLE materials according to the recycling program in your building to prevent landfill waste.

Then, add 3 more:

RETIRE

- Replace outmoded energy-intensive equipment with new ENERGY STAR models.
- Get rid of old appliances and equipment with toxic chemicals and refrigerants.
- Contact the AOC to properly dispose of your old electronics and equipment.

REPLACE

- aging office equipment with multi-functional, networked equipment to increase usable space.

RENOVATE

- your office space for maximum efficiency with smaller, wireless printer/copiers, and devices.
- Plug all equipment into smart strips.
- Place shared equipment in smaller, accessible locations.
- Improve productivity with less clutter and more efficient workstations.
- Choose natural, sustainable, low-VOC materials for good indoor air quality.

ENERGY STAR

The ENERGY STAR website is a great starting point to find computers, printers, fax machines, etc. to replace your existing, non-efficient equipment. Whether you need a desktop, laptop or a new office copier, links and information about equipment can be found at:

<http://www.energystar.gov/>



WHO IS YOUR OFFICE'S RECYCLING LIAISON?

This person serves as the primary point of contact to answer questions and promote the recycling program. Recycling programs often start when one person, or a few people, lead by example. It doesn't have to be difficult or time-consuming. A few simple measures can make a big difference.



CONTACT US

For additional recycling bins and other questions:

House Office Buildings and
U.S. Capitol, House side only:
225-4141

Senate Office Buildings and
U.S. Capitol, Senate side only:
224-6344

Capitol:
[http://capitol.aoc.gov/programs/
Recycling-Program.cfm](http://capitol.aoc.gov/programs/Recycling-Program.cfm)

House:
[http://house.aoc.gov/programs/
Recycling/index.cfm](http://house.aoc.gov/programs/Recycling/index.cfm)



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WHERE TO START?

Generally, it is best to start where there is a big, easy waste reduction potential – *paper!*

Paper, Paper, Everywhere...

- The largest component of the waste stream is office paper
- Most of the office paper is printed on one side only
- Substantial amounts of new, or barely used, stationery items are thrown in the trash.

Make a difference.

- Don't print early drafts that need work
- Circulate electronic drafts by email, not paper copies, for review
- Print final drafts only in the number you actually need
- Always print and copy double-sided
- Recycle waste paper in the correct bin.

Office Bulk Cleanouts

Call ahead and order a blue recycling truck for all your paper and broken down cardboard

Computers & Electronics

Drop off toner cartridges, batteries, cell phones and electronic devices at convenient locations. Electronic waste including computers needs to be recycled. Call the AOC for details.

Dos & Don'ts

Be careful not to contaminate the recycling bins with non-recyclables. Do not mix food and liquids with paper.

Did you know?

The AOC currently recycles scrap metal, toner cartridges, batteries, sawdust, e-waste, plastic, pallets, ceiling tiles, concrete and brick, and carpet.



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Fact:

In 2007, the House recycled approximately 1,400 tons of paper.

WHAT GOES WHERE?

Separate waste into the appropriate recycling bins:

Paper and Newspaper:

- copy/printer paper
- stapled paper & reports
- manila file folders
- colored paper
- envelopes, post-it notes, etc.
- newsletters, magazines & books
- newspapers and Congressional records or Federal registers with newsprint

Bottles and Cans:

- glass bottles
 - plastic bottles
 - all cans
- Empty all liquids.
Rinse tin cans.
Lids are okay.*



FAQs

Q: When will my compostables, landfill waste, and recycling be collected?

A: AOC staff empties recycling containers every evening, Monday through Friday.

Q: What about cardboard boxes - how can I recycle them?

A: Break the boxes down and place them next to your recycling container.

Q: Can I recycle light bulbs with glass and aluminum?

A: No. Call the AOC for pick up, or place them outside your office marked "pickup."

Q: With all this recycling and composting going on, what needs to be thrown in the garbage?

A: Candy wrappers, styrofoam, plastic wrap, potato chip bags, plastic lids (from coffee and soup cups), photographs, old pens, yogurt containers, and carry-out containers from non-House restaurants are among the items which are considered trash and must be landfilled.

Q: Can I put plastic food containers in with plastic bottles?

A: No. Food containers that are not compostable need to be placed in waste.

<http://www.aoc.gov/powertosave/>



Check out these Web sites for recycling tips, tools, and solutions for public sector office buildings and facilities.

Architect of the Capitol:

<http://www.aoc.gov/powerstosave/>

Green the Capitol Initiative

<http://cao.house/greenthecapitol/>

Energy Efficiency Tips

<http://www.energysavers.gov/>

ENERGY STAR® products

<http://www.energystar.gov>

EPA

<http://www.epa.gov/>

GSA

<http://www.gsa.gov/>

Natural Resources Defense Council

<http://www.nrdc.org/>

Environmental Defense Fund

<http://www.edf.org/>

Electronic Product Environmental Assessment Tool

<http://www.epeat.net/>



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