

JANITORIAL SORTING TIPS

Trash, Recycling & Organics

FIRST, DO AN ASSESSMENT

Decide where the material goes. Unsure?
Review the list of acceptable and non-acceptable materials. Options:



Trash



Recycling



Organics

Check that the material in the bins has been sorted correctly (refer to list of acceptable and unacceptable materials). If the bin is contaminated like the one seen here (more than 10% by volume of the bin by visual inspection), move the materials into the correct bin if possible.



Lids must be closed. Make sure the bin or cart lids can fully close. If there is excess material that will not fit, store it in a secure location until the bin has been serviced. Once the bin has been serviced, the excess materials can be placed in the proper bin.

SECOND, REPORT PROBLEMS



If you are unable to fix any contamination issues and/or when contamination regularly exceeds 10% by volume, report it to your supervisor.

If bin capacity is regularly exceeded, (if waste is overflowing and bin lid cannot be fully shut), report it to your supervisor.

Report any of the following issues to your supervisor:

- Bins not getting serviced or getting missed
- Damaged bins or damaged lids
- Illegal dumping
- Lack of bin labeling or damaged bin labeling

ADDITIONAL REMINDERS

Recycling

- No trash, organics, or hazardous materials should be placed in the recycling bin.
- Recyclables should be emptied from plastic bags, placed loose in the bin, and the plastic bags should be put in the trash.
- Recyclables should be clean and dry.

Organics

- No trash, recyclables, plastic bags, or hazardous materials.
- Organic materials should be loose or in a compostable bag (paper or ASTM D6400 rated compostable).

