

## About Business Recycling Requirements

To improve recycling in the City and comply with a Metro Regional Government ordinance, the City of Tualatin requires businesses to recycle. Tualatin businesses will see a place on their next business license renewal form to certify their compliance.

The Business Recycling Requirement (BRR) applies to businesses and all locations that subscribe to commercial garbage hauling service. The BRR contains three recycling requirements:

1. Recycle paper, cardboard and containers (aluminum cans, plastic bottles and tubs, and glass bottles);
2. Provide recycling receptacles throughout the workplace; and
3. Post signs at collection areas that indicate which materials should be recycled.

This brochure is to help businesses develop recycling practices that comply with both regional and local ordinances. Additional assistance is available free of charge.

Still have questions? More detailed instructions and recycling resources such as posters can be found at [www.RecycleAtWork.com](http://www.RecycleAtWork.com). Our staff is also available by calling 503-691-3093.

Recycling paper, cardboard and containers (aluminum cans, plastic bottles and tubs, and glass bottles) by following these five easy steps constitutes compliance with the Business Recycling Requirement.



*Tualatin, Oregon*

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# Tualatin Business Recycling



## 5 Easy Steps



**Recycle at Work**  
*from Metro and the City of Tualatin*

# Establishing an Effective Recycling System

It's easy to create a convenient recycling program at your workplace!

## 1 Step 1: Make recycling containers as easy to find as trash cans.

Recycling is easy when containers have a consistent look and are placed next to all trash cans. Use containers you already have, request free Recycle at Work boxes from [www.RecycleAtWork.com](http://www.RecycleAtWork.com), or purchase new ones.



## 2 Step 2: Label your recycling containers.

Recycling posters can be downloaded and printed from [www.RecycleAtWork.com](http://www.RecycleAtWork.com), or request posters or stickers that work for your business by calling 503-691-3093.



## 3 Step 3: Update your outside container setup.

The most common recycling setup has one container for glass and one for mixed recycling (paper, plastic, metal). Some businesses separate more materials.

Contact your garbage and recycling hauler if your exterior recycling containers are not properly labeled or you need additional capacity.



To locate your hauler, check: <http://www.ci.tualatin.or.us/departments/operations/SolidWaste.cfm>.

It doesn't cost anything to add recycling pickup to your regular trash service.

## 4 Step 4: Train your team.

Review your recycling program with your staff. Discuss what must be recycled, recycling container locations and who is responsible for bringing the recycling out. For training materials and assistance for larger staffs, visit [www.RecycleAtWork.com](http://www.RecycleAtWork.com) or call 503-691-3093.



## 5 Step 5: Work with your service providers to satisfy these recycling requirements.

Property managers, janitorial staff or maintenance staff, if you have them, may be responsible for elements of your recycling program. Be sure to talk with them to create a smooth running system.