



**Recycling Toolkit  
for**

**Commercial & Institutional Buildings in New Orleans**


### “Single Stream” Simplifies Recycling

The availability of single-stream recycling services in the New Orleans area makes recycling an easier option for businesses & institutions.

Recyclables can be handled right alongside your trash collection. Recycling bins can be emptied by the same staff who empty trash, carried to a recycling dumpster or rolling carts in the dumpster area, and picked up by waste companies using front end or back-end loaders. The main difference is that recycled materials are delivered to a sorting facility instead of a landfill.

If your business or institution has large amounts of cardboard, paper, plastic bottles, or metal cans, and if you have some space for additional containers in your dumpster or loading dock area, you may be able to provide recycling services without significant additional waste costs. There is a cost for recycling pick-up, but it is less than the cost of sending materials to the landfill.

### Recycling: Some Tips from Start to Finish

<p>Materials <i>What can we recycle?</i></p> 	<ul style="list-style-type: none"><li>• Corrugated cardboard, all paper (newspaper, magazines, color paper, white paper), aluminum and metal cans, and plastic bottles can be recycled.</li><li>• Glass bottle recycling is not available in New Orleans at this time.</li></ul>
---	--

## Bin Locations

*Where do we place recycling bins?*



- Always place recycling bins next to trash cans.
- Offices should have paper recycling bins.
- Place bottle & can recycling in eating areas where bottled beverages are served.

## Containers

*How do we select the right recycling bin?*



- In public areas, using a lid with a material-specific opening greatly reduces contamination. Bottle & can collection bins should have a 4-6" round opening that allows only bottles & cans to be placed inside.
- Labels also help increase recycling and reduce contamination.
- The color blue is commonly associated with recycling & recycling bins.
- Stations with openings for both trash & recyclables provide a more unified look in aesthetically-sensitive areas.
- Collecting all recyclables in one container can reduce bin costs; while collecting paper separately from bottles & cans can be cleaner and allow for the bottles & cans to be picked up more frequently.

## Servicing Bins

*Who empties the bins?*



- Staff who empty trash should empty the recycling containers.
- Use a blue or clear plastic bag for recyclables to help distinguish from trash bags.

## Storage of Recyclables

*Where do we hold it for pick-up?*



- Store recyclables for pick-up in a loading dock or dumpster area.
- Recycling haulers can provide 95 gallon rolling containers/toters, a small or large dumpster, or compactor for staging recyclables before pickup.
- Choose container type based on amount of materials, available space, and frequency of pickup.
- Institutions and businesses with large quantities of cardboard often bale cardboard on site.
- Signs over recycling containers will help prevent contamination.

## Hauler

*Who picks up recyclables?*



- Businesses and institutions must contract with a hauler to pick-up their recyclables, in the same way that they contract with a waste hauler.
- Many area waste haulers now also handle recyclables.
- Our area also has several companies that specialize in recycling. Links available at [recycle.tulane.edu](http://recycle.tulane.edu)
- The fees are similar to waste hauling fees, though they will not include a tipping fee for the landfill.
- Your waste hauling bills may be reduced as you divert more materials to recycling.

## Destination

*Where do the recyclables go?*



- Most area recyclables are taken to a Material Recovery Facility in Metairie or Baton Rouge. The Metairie facility is operated by Republic Services/Allied Waste, and the Baton Rouge facility is operated by the Recycling Foundation/ IESI LA Corporation.
- At these facilities, the recyclables are sorted and baled. The companies sell bales of materials to manufacturers in the United States and abroad.


## Environmental Impacts




*Why should we care?*

- As a business or institution, recycling helps to reduce your carbon and ecological foot print.
- Recycling reduces energy consumption, reduces the need to use landfills, reduces water and air pollution and conserves natural resources

## Recycling Container Guide for Non-Residential Institutions and Businesses

To assist with the selection of appropriate recycling containers, this section presents a variety of containers appropriate for office spaces, high-traffic public areas and kitchenette locations. Be sure to check with the provider of your trash containers to see if matching recycling containers are available. Estimated costs are provided for only for general planning purposes. Please contact vendors for recent prices.


Office or Desk side Containers				
These containers are suited for classrooms, desk sides and office spaces. They can facilitate the collection of paper or bottles/cans.				
Visual Image	Dimensions	Description	Est. Cost	Manufacturers & Distributors
	13.5 qt 11-3/8" L 8-1/4" W 12-1/8" H	<i>Desk side Recycling Container</i> Ideal for paper recycling Place beside traditional wastebaskets	\$5.69-\$6.50	<b>Manufacturer:</b> Rubbermaid <a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a> 800-347-9800 <b>Distributor:</b> <a href="http://www.cokebins.com">www.cokebins.com</a> <a href="http://www.recy-cal.com">www.recy-cal.com</a> <a href="http://www.officedepot.com">www.officedepot.com</a> <a href="http://www.uline.com">www.uline.com</a> <a href="http://www.webstaurantstore.com">www.webstaurantstore.com</a>

	<p>13 qt: 11.24" L 8.25" W 12.24" H</p> <p>28 qt: 14.25" L 10.5" W 15"H</p> <p>41 qt: 15.25" L 11" W 19.9"H</p>	<p><i>Recycling Wastebaskets</i></p> <p>Ideal for desk side paper recycling</p> <p>Slim body fits into smaller spaces.</p> <p>Standard recycle logo or custom logo available.</p> <p>Many sizes to fit a variety of needs.</p>	<p>Ask manu. or dist.</p>	<p><b>Manufacturer:</b> Busch Systems <a href="http://www.buschsystems.com">www.buschsystems.com</a> 1-800-565-9931</p> <p><b>Distributor:</b> Check with manufacturer</p>
	<p>6.5 Gallon</p> <p>14"H</p> <p>13"Dia</p>	<p><i>Metal Desk side Recycling Basket</i></p> <p>Fire-safe steel</p> <p>Solid-ribbed construction that adds strength and durability.</p>	<p>\$19.94; \$18.95</p>	<p><b>Distributor:</b> <a href="http://www.recycleaway.com">www.recycleaway.com</a> <a href="http://www.globalindustrial.com">www.globalindustrial.com</a></p>
	<p>3 Gallon</p> <p>14.5"L</p> <p>11"W</p> <p>7"H</p>	<p><i>Desk side Recycling Bin</i></p> <p>Fits under most desk units</p> <p>Lightweight and durable</p> <p>Commonly used for paper recycling but can be used for bottle/can collection</p>	<p>\$5.00</p>	<p><b>Manufacturer:</b> Busch Systems <a href="http://www.buschsystems.com">www.buschsystems.com</a> 1-800-565-9931</p> <p><b>Distributor:</b> <a href="http://www.recycleaway.com">www.recycleaway.com</a> <a href="http://www.buygreen.com">www.buygreen.com</a> Or check with manufacturer</p>

### Beverage containers

These bins are best suited for the collection of plastic bottles and metal cans. They can be placed outdoors, in dining areas, kitchenettes or break rooms

Prices may vary depending on lid choices, number of units ordered and decals requested

Visual Image	Dimensions	Description	Est. Cost	Manufacturers & Distributers
	23 Gallon  20" L  11" W  30"H	<i>Rubbermaid Slim Jim</i>  Narrow design fits well anywhere  Note: Lid must be ordered separately from container	Bin:  \$ 36.00-\$45.00  Lid: \$30.00	<b>Manufacturer:</b>  Rubbermaid  <a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a>  800-347-9800  <b>Distributor:</b>  <a href="http://www.rubbermaidwholesale.com">www.rubbermaidwholesale.com</a>  <a href="http://www.recy-cal.com">www.recy-cal.com</a>  <a href="http://www.officedepot.com">www.officedepot.com</a>



 <p>A blue recycling bin with a metal frame. The lid is blue and has three circular openings. Text on the lid reads "PLASTIC BOTTLES" and "ALUMINUM CANS". The bin is filled with various plastic bottles and aluminum cans. The word "RECYCLE" is printed on the front of the bin.</p>	<p>Frame: 18" L 25" W 40" H</p> <p>Bag: 40" x 45"</p>	<p><i>ClearStream</i></p> <p>Portable, easy to maintain &amp; lightweight</p> <p>Good option for events</p> <p>The ClearStream 3-hole has a lid with three 4" circular restricted openings for collecting beverage containers</p> <p>Additional decal options available</p> <p>Lids specific for paper recycling also available</p>	<p>5 pack: \$250.00</p> <p>1 pack: \$69.00</p>	<p><b>Manufacturer:</b></p> <p>ClearStream</p> <p><a href="http://www.clearstreamrecycling.com">www.clearstreamrecycling.com</a></p> <p>855-411-4321</p> <p><b>Distributor:</b></p> <p>Check with manufacturer</p>
 <p>A blue, cylindrical recycling bin with a lid. The lid has a circular opening. The bin features a white recycling symbol on the front.</p>	<p>32 Gallon</p> <p>22" W</p> <p>27.25" H</p> <p>22" D</p>	<p><i>Rubbermaid Brute</i></p> <p>Note: Lid must be ordered separately from container</p> <p>Appropriate for high traffic central areas</p> <p>Durable, easy to clean</p>	<p>Bin: \$32.95</p> <p>Lid: \$13.50</p>	<p><b>Manufacturer:</b></p> <p>Rubbermaid</p> <p><a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a></p> <p>800-347-9800</p> <p><b>Distributor:</b></p> <p><a href="http://www.globalindustrial.com">www.globalindustrial.com</a></p> <p><a href="http://www.recy-cal.com">www.recy-cal.com</a></p> <p><a href="http://www.bettymills.com">www.bettymills.com</a></p> <p><a href="http://www.webstaurantstore.com">www.webstaurantstore.com</a></p>

	<p>56 Gallon 25.5"L 31.12 "H 22.74"W</p>	<p><i>Rubbermaid Glutton</i></p> <p>Note: Lid must be ordered separately from container</p> <p>Appropriate for high traffic outdoor and indoor areas</p>	<p>Bin:\$185 Lid: \$145</p>	<p><b>Manufacturer:</b> Rubbermaid <a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a> 800-347-9800</p> <p><b>Distributor:</b> <a href="http://www.uline.com">www.uline.com</a> <a href="http://www.webstaurantstore.com">www.webstaurantstore.com</a></p>
	<p>35 Gallon 19.5"L 19.5"W 27.62"H  50 Gallon 19.5"L 19.5"W 34.25"H</p>	<p>Available in 35 Gallon or 50 Gallon size</p> <p>Note: Lid must be ordered separately from container</p> <p>Appropriate for high traffic outdoor and indoor areas</p>	<p>35 Gallon Bin:\$73.88 50 Gallon Bin:\$105.77 Lid: \$42.29</p>	<p><b>Manufacturer:</b> Rubbermaid <a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a> 800-347-9800</p> <p><b>Distributor:</b> <a href="http://www.rubbermaidwholesale.com">www.rubbermaidwholesale.com</a> <a href="http://www.globalindustrial.com">www.globalindustrial.com</a></p>



	<p>55 Gallon 49" H 23-1/2" Dia</p>	<p><i>55 Gallon Perforated Metal Recycling Container</i></p> <p>Appropriate for high traffic outdoor and indoor areas</p>	<p>\$559</p>	<p><b>Distributor:</b></p> <p><a href="http://www.globalindustrial.com">www.globalindustrial.com</a></p> <p><a href="http://www.belson.com/mrc.htm">www.belson.com/mrc.htm</a></p>
	<p>34 Gallon 44" H 18" Dia</p>	<p><i>Landscape 34 Gallon Dome</i></p> <p>Dome lid design keeps out rain and trash</p> <p>Appropriate for outdoor areas</p>	<p>\$373.21</p>	<p><b>Manufacturer:</b></p> <p>Ex-Cell</p> <p><a href="http://www.ex-cell.com">www.ex-cell.com</a></p> <p>(800) 392-3557</p> <p><b>Distributor:</b></p> <p><a href="http://www.recycleaway.com">www.recycleaway.com</a></p>



	<p>18 Gallon 31"H 15"Dia</p>	<p>Domed Top comes in 5 texture finishes, with a 6" opening.</p> <p>Stainless steel body is fire safe</p> <p>Top removes from body for easy empty and cleaning</p>	<p>\$284.95 \$336.15</p>	<p><b>Manufacturer:</b> Ex-Cell <a href="http://www.ex-cell.com">www.ex-cell.com</a>  (800) 392-3557  <b>Distributor:</b> <a href="http://www.trashcansunlimited.com">www.trashcansunlimited.com</a> <a href="http://www.recycleaway.com">www.recycleaway.com</a></p>
	<p>25 Gallon 25" W 35.5" H 25" D</p>	<p><i>Rubbermaid Howard Classics 25 Gallon Stainless Steel Recycling Receptacle for Cans or Bottles</i></p> <p>Appropriate for lobbies, entrances, pool decks etc.</p>	<p>\$429.99</p>	<p><b>Manufacturer:</b> Rubbermaid <a href="http://www.rubbermaidcommercial.com">www.rubbermaidcommercial.com</a>  800-347-9800  <b>Distributor:</b> <a href="http://www.trashcansandmore.com">www.trashcansandmore.com</a> <a href="http://www.globalindustrial.com">www.globalindustrial.com</a> <a href="http://www.webstaurantstore.com">www.webstaurantstore.com</a></p>


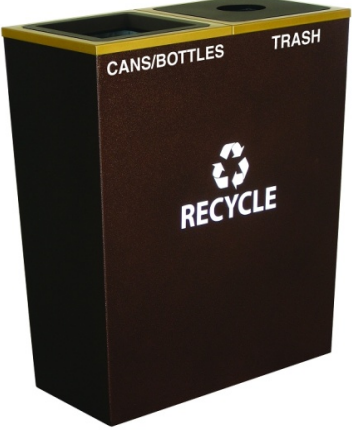
### Stations

These bins are suited for hallways, lobbies, lounges or other high-traffic public areas. Stations accommodate the collection of paper, plastic bottles, aluminum cans, and trash. Stations can be tailored to collect just two or all three kinds of materials. Stations create a uniformed look to any recycle and waste collection system.

Prices may vary depending on lid choices, number of units ordered and decals requested


Visual Image	Dimensions	Description	Est. Cost	Manufacturers & Distributers
 	16 Gallon 20"L 11"W 24"H 20 Gallon 20"L 11"W 27"H 23 Gallon 20"L 11"W 30"H	<i>Waste Watcher Series</i> Available in three sizes Optional Wheel Dollies Multiple lid styles with object specific openings Space efficient design for desk side or high traffic areas	Ask manu. or dist.	<b>Manufacturer:</b> Busch Systems <a href="http://www.buschsystems.com">www.buschsystems.com</a> 1-800-565-9931 <b>Distributor:</b> <a href="http://www.buschsystems.com">www.buschsystems.com</a> <a href="http://www.allsourcemfg.com">www.allsourcemfg.com</a>

	<p>33 Gallon 35"H 20"Dia</p>	<p><i>Glaro Dual Purpose Recycling Container - Satin Aluminum</i></p> <p>Appropriate for lobbies, entrances, pool decks etc.</p>	<p>\$469.30</p>	<p><b>Manufacturer:</b> Glaro <a href="http://www.glaro.com">www.glaro.com</a> 888-234-1050</p> <p><b>Distributor:</b> <a href="http://www.recycleaway.com">www.recycleaway.com</a></p>
	<p>8 Gallon each side 15.5" L 7.75" W 30" H</p>	<p><i>Kaleidoscope Two-Stream Round Recycling Container</i></p> <p>Appropriate for common areas such as conference rooms or lounges.</p> <p>Available in blue, green, red, black (monochrome or two colors)</p>	<p>\$311.94</p>	<p><b>Manufacturer:</b> Ex-Cell <a href="http://www.ex-cell.com">www.ex-cell.com</a> (800) 392-3557</p> <p><b>Distributor:</b> <a href="http://www.recycleaway.com">www.recycleaway.com</a> <a href="http://www.t2-sa.com">http://www.t2-sa.com</a></p>

	<p>20Gallon</p> <p>15"L</p> <p>22"W</p> <p>30"H</p>	<p><i>T2 Sudbury</i></p> <p>Ideal for indoor areas such as lobbies or next to elevators</p> <p>Sleek design</p> <p>Separate waste and recycle slots</p>	<p>Check with manufacturer</p>	<p><b>Manufacturer:</b></p> <p>T2 Amenities</p> <p><a href="http://www.t2-sa.com">www.t2-sa.com</a></p> <p>847-579-9003</p> <p><b>Distributor:</b></p> <p>Check with manufacturer</p>
	<p>36 Gallon</p> <p>28"W</p> <p>31"H</p> <p>14"Dia.</p>	<p><i>The Metro Double Stream Recycling Receptacle</i></p> <p>Appropriate for lobbies, entrances, pool decks etc.</p> <p>Also available in Single and Three Stream units.</p>	<p>\$485.07</p>	<p><b>Manufacturer:</b></p> <p>Ex-Cell</p> <p><a href="http://www.ex-cell.com">www.ex-cell.com</a></p> <p>(800) 392-3557</p> <p><b>Distributor:</b></p> <p><a href="http://www.recycleaway.com">www.recycleaway.com</a></p> <p><a href="http://www.ex-cell.com">www.ex-cell.com</a></p>

	<p>17 Gallon 18.5" L 18.5" W 35.5" H</p>	<p><i>Metro Collection XL Combo Receptacle</i></p> <p>Dual opening for co-mingle recycling and trash with two separate 17-gallon rigid plastic liners</p> <p>Appropriate for indoor areas, lobbies, entrances, pool decks etc.</p> <p>Ask about: "Trash Only, Paper, Plastic, Cans/Bottles, Glass and Recyclables " decals</p>	<p>\$496.27</p>	<p><b>Manufacturer:</b></p> <p>Ex-Cell <a href="http://www.ex-cell.com">www.ex-cell.com</a> (800) 392-3557</p> <p><b>Distributor:</b></p> <p><a href="http://www.recycleaway.com">www.recycleaway.com</a> <a href="http://www.sears.com">www.sears.com</a> <a href="http://www.ex-cell.com">www.ex-cell.com</a></p>
	<p>24 Gallon 8 Gallon 31.5"L 15.75"W 30"H</p>	<p><i>Prism or Kaleidoscope Three-Stream Combo Recycling Containers</i></p> <p>Appropriate for lobbies, entrances, pool decks etc.</p> <p>Also available in blue, green, red, black (monochrome or multiple colors)</p>	<p>\$489.19</p>	<p><b>Manufacturer:</b></p> <p>Ex-Cell <a href="http://www.ex-cell.com">www.ex-cell.com</a> (800) 392-3557</p> <p><b>Distributor:</b></p> <p><a href="http://www.recycleaway.com">www.recycleaway.com</a> <a href="http://www.t2-sa.com">www.t2-sa.com</a> <a href="http://www.wastewiseproducts.com">www.wastewiseproducts.com</a> <a href="http://www.ex-cell.com">www.ex-cell.com</a></p>



	32 Gallon	<i>Oxford Sideload Triple Stream</i>	\$1750	<b>Manufacturer:</b> Max-R <a href="http://www.max-r.net">www.max-r.net</a> 1-888-868-6297 <b>Distributor:</b> Check with manufacturer
	21"L 39"W 41"H	Company can manufacture tailored units suitable for indoor or outdoor spaces  Single, double, triple and quadruple streams available with topload or sideload	*Price includes custom symbols and reverse sloping top option	

### Sample School Recycling Program Budget

This budget identifies the types of costs associated with implementing and maintaining a recycling program. Cost of hauler services may vary depending on institution size and amount of recycled materials collected.

Service or Equipment	Unit or Initial Cost	Quantity	Total
Hauler service for single-stream paper, bottles & cans  <i>Assumes six 96 gallon rolling cart containers emptied every other week for eleven months</i>	\$10.00 per container per pick up  <i>Price from Phoenix Recycling</i>		\$1320.00
Individual classroom bins	\$6.00	25 bins per school	\$150.00
Teacher's Lounge comingle bins	\$70.00	2 bins per school	\$140.00
Outdoor bin	\$100.00	2 bins per school	\$200.00
Signage and Education	\$100.00	1 sign per classroom  Staff time to institute program	\$100.00

96 gallon rolling cart containers for storage of recyclables between hauler pickups	Provided by hauler		
Annual cost during Start-up year			\$1910.00
Annual cost after Start-up year			\$1320.00

### Thinking Ahead: Recycling in the Future

This toolkit provides information and suggestions for starting recycling programs that are geared towards the recycling of plastic bottles, metal cans, paper and corrugated cardboard. However, various other cities and communities across the United States are aiming to produce zero waste, whereby all materials including biodegradable containers and food waste are either recycled or composted.

When thinking about designing and implementing a recycling program, it is important to consider materials that may or may not be recycled in the future. Taking technological trends into consideration is necessary when planning for a recycling program. For instance, the need for paper recycling in some areas may lessen as technology advances and paperless services become increasingly prevalent. Although it is currently not prevalent, glass recycling may return to New Orleans in the future, most likely collected as a separate “stream.” We do not yet have the option to add a “stream” for compostable materials—food waste and biodegradable containers—in the New Orleans area, but new vendors may offer this service in the near future. If your business or institutions’ trash now includes these materials, be sure to factor these possibilities into your planning. We hope to update this toolkit periodically as these opportunities emerge.

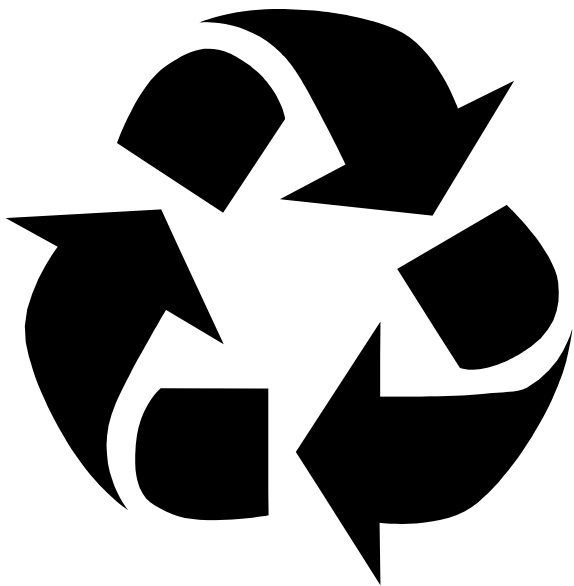
This toolkit was written and compiled by Liz Davey & Melissa Hew with visual artistic input from Allison Powell.

The sample labels at the end of document were created by Shelley Meaux.

Suggestions or questions regarding this toolkit can be directed to [recycle@tulane.edu](mailto:recycle@tulane.edu)

[Recycle.tulane.edu](http://Recycle.tulane.edu)





---

# Paper

---

*White paper, color paper, envelopes, newspaper, magazines  
and folders accepted. No books or food containers.*



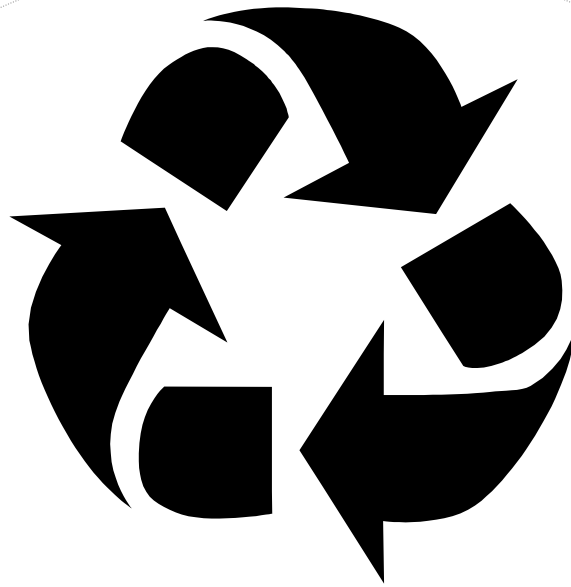
---

# **Aluminum Cans**

# **Plastic Bottles**

---

*Absolutely no glass or trash, please!*



---

# **Aluminum Cans**

# **Plastic Bottles**

---

*Absolutely no glass or trash, please!*