

Office Paper Recycling Guide

How your office can complete the recycling loop. Buy recycled paper products and collect office waste paper.

National Office Paper Recycling Project

The National Office Paper Recycling Project is a joint effort by private companies and public interest groups to promote a national office paper recycling strategy. The goal of the project is to maximize the recycling of office waste paper and to minimize its disposal. This guide to office recycling is intended to provide information on the importance of buying recycled products and collecting recyclable office waste paper.

National Office Paper Recycling Project
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What is Recycling?

Recycling involves three distinct steps, represented by the three arrows of the traditional recycling symbol: (1) the collection and processing of recyclable materials, (2) the manufacture of these materials into new products, and (3) the purchase and use of recycled-content products. Offices can participate in recycling not only by collecting recyclable materials but is equally important to purchase and use recycled-content products. It is essential in fact that Buy Recycled programs are adopted. One without the other is self-defeating. Recycling exists only when the loop is closed. This guide is intended to assist you in doing both.

Why Recycle?

Paper and paperboard make up the largest component of solid waste by weight. In the U.S., over 40% of municipal solid waste is paper - about 71.8 million tons each year. Recycling office paper makes economic and environmental sense.

A few good reasons to recycle in your office:

- * Recycling office waste paper saves valuable landfill space - 3 cubic yards for every ton of paper recycled - and extends the lives of our landfills. EPA reports that by the year 2000 half of the current 6,500 operating landfills will be closed.
- * Throwing away paper is a careless waste of a valuable resource.
- * Recycling fosters goodwill among employees and the community - many employees are recycling at home and want to help conserve our natural resources and landfill space by recycling at work as well.
- * Your state law or city ordinance may require businesses to recycle office paper.
- * An office paper recycling program will help your community meet its recycling goals.

BEFORE YOU BEGIN.....

All office paper collection programs have one common element - the separation of office waste paper from other waste materials and contaminants at the source. Program options range from a sorting of multiple grades of paper to a simple mixed paper system. Some programs concentrate on sorting out the higher value grades of paper, such as white ledger and computer paper. Other offices prefer a mixed paper program, which diverts a greater volume of the office waste stream. The character of the waste paper generated, the location and size of your office, the willingness of employees to participate, the capacity of storage areas and accessibility of pickup locations, and - most importantly - the availability of end markets are factors that will determine the structure of the program most suitable for your office. Design a program that works best for you and serves your particular needs.

Cost of Recycling

Recycling involves additional collection and process services for which a fee is customarily charged. However, a portion of this added cost may be offset by the sale of the recovered paper or by the avoided disposal costs.

Paper Grades

One of the first things you need to consider is the types of paper used in your office. If you are unfamiliar with some of the terms, definitions of common office paper grades can be found on the following page. Definitions may vary based on your market. Please check with your recycler.

Computer Paper: Also known as CPO (computer print out). Continuous paper printed on an impact printer, usually solid white, including blue- or green-lined, pin-feed printer paper that is untreated and uncoated. Does not include laser-printed paper.

White Ledger: Most white office paper in single sheets or continuous forms, including white computer paper, copy paper, letterhead, white notebook paper and ledger paper.

Colored Ledger: Same as white ledger, only paper is colored.

Filestock: A specialty grade of (mixed) office type papers that is derived from discarded files. These may come from offices, records storage, records centers, archives, libraries, etc. Mostly white and colored ledger but may also include carbonless paper, bleached file folders, paper clips, binders, etc.

Mixed: A mixture of various grades of recyclable waste paper not limited by fiber content and includes most types of clean and dry paper including glossy, white ledger and computer papers, newspapers, magazines, catalogs, phone books, cards, laser- printed white ledger, windowed envelopes, sticky notes, and often contains corrugated and brown paper.

Newspaper: Also known as ONP (Old News Paper), is used primarily for making newsprint, corrugated or folding boxes.

Corrugated: Also known as OCC (Old Corrugated Cartons). It is used for shipping containers and is manufactured from a fluted paperboard, called corrugating medium, sandwiched between two paperboards called linerboard.

NOTE: Contaminants can significantly decrease the market value of your recyclable paper. Remember, you need to keep certain items out of your recyclable paper: Food containers, (bottles, cans, plastic cups, polystyrene, aluminum, food wrappers, etc.), food waste, restroom waste, and carbon. Check with your recycler to find out what other materials are unacceptable in your recycling program.

Now that you are familiar with the terms for the different types of office paper, you can get a general idea of the types and amounts of paper available in your office for recycling by:

- * Visually surveying the contents of your waste paper baskets;
- * Identifying the number of employees that your program will encompass;
- * Identifying any large volume generators such as a computer room or an in-house print shop;
- * Determine the current volume and frequency of waste pickup.

NOTE: In starting an office recycling program, a common tendency is to focus on business papers. However, newspapers and corrugated may comprise a significant portion of your office waste stream and should also be collected for recycling. You may also want to add glass, toner cartridges, aluminum and plastics to your office's recycling program.

Getting Started

The next, and most important step in setting up a collection program is to investigate available recycling services and identify markets for your office paper. Check the yellow pages for recyclers, waste paper dealers and haulers under "Waste Paper" and "Recycling Centers." Your state or local solid waste, recycling, or public works department may also have information on local recycling services. Also check with your current waste hauler, since such firms frequently offer recycling services in addition to waste collection and disposal.

Most recyclers will assist you with the development of a recycling program and often provide containers and "how-to" materials. Once sorted and collected, there are several methods by which your recyclable paper may be removed, processed, and marketed:

- * Pickup by a recycler, paper broker or hauler;
- * Drop-off at a buy-back center or recycling center; or
- * Coordinate with other businesses and/or your building manager for a joint recycling program.

Some questions you will want to ask prospective recyclers, waste paper dealers, and haulers:

what grades of paper does the recycler collect?

What is the minimum amount required for a pickup?

Will the recycler help organize and promote your program?

What are the allowable contaminants?

Does the paper need to be consolidated into one main storage area?

Will the recycler supply recycling containers to use throughout the office and/or large bins for the main storage area?

Will the recycler provide scheduled or on-call pickups?

If you plan to take the material to a buy-back center, is it nearby and accessible?

Will the recycler pay for the paper? If so, which pricing structure is used? Several types are available:

- * A floating price that is tied to the paper industry market index (this method is most often used because it ensures the best deal for both you and the recycler);

- * A fixed price for the term of the contract; or

- * A periodic review and adjustment of prices.

Is the recycler willing to sign a long-term contract? (A multi-year agreement is recommended.)

Can the recycler ensure a continuing market for your paper?

Remember that with whatever system and recycler you choose, you want to ensure the longevity of your program.

Implementing Your Collection Program

You and your recycler have now determined the focus of the collection program appropriate for your office. A guiding principle for a successful collection program is to keep it as simple and easy as possible. Maximizing participation is crucial.

Collection and Storage

When evaluating how to collect and where to store your paper, keep in mind:

- * The types, number, and locations of containers needed.

- * The personnel responsible for separating recyclable paper and transporting it to the pickup point.

* The need for a central storage area to store material between pickups.

* Local fire codes for storing paper at intermediate and central storage locations.

Offices find that participation increases when collection begins at each desk (desk-side program). Furthermore, this type of program sorts paper at its source - the desk. Employees sort their recyclable paper into special containers beside or on their desks and deposit the remaining material in their regular waste baskets. Multiple containers may be provided, if required, to sort multiple grades of paper.

Desk-side containers are emptied into intermediate collection areas located throughout the office-one intermediate container for every 15 or 20 employees is a good rule of thumb. Good sites for intermediate collection centers include areas where materials are generated such as the copy room, computer centers, and other common areas. Trash cans should be available at these sites in order to minimize unwanted trash and make it easier for people to recycle.

Make sure employees are fully versed on what materials are acceptable and unacceptable with your collection program. Doing so will help to avoid contamination. If a load is contaminated, your recycler may reject the load and you may have to pay to have the material disposed of. Furthermore, your recyclable paper is worth more when contaminants have been minimized.

A central storage area is required to collect and store your paper between pickups. It should be easily accessible to both your recycling service (so material can be transported to the recycling facility) and to those responsible for transferring paper from the intermediate collection bins. This area must meet local fire codes. (Note: 400 pounds of paper will fill two 90- gallon drums).

Working with Your Custodial Staff

Involve the custodial staff in planning your program; as they will play a critical role in eliminating contamination and transporting your recyclables.

Some businesses provide the custodial staff with collection carts that have two compartments - one for trash and one for recyclables. Others use existing equipment to collect trash and recyclables on alternate days. The custodial staff may simply assist with transferring recyclables from intermediate sites to the central collection point. Some offices do not involve the custodial staff at all: office employees are responsible for transporting recyclables to central areas where the recycler regularly picks up the materials.

Selecting a Program Coordinator

A successful recycling program requires an enthusiastic coordinator who can foster a sense of teamwork and enlist the support of all the employees. Recycling experience isn't

necessary, but the coordinator should have organizational experience and good communication skills. The coordinator's commitment and enthusiasm will be strengthened if he or she is brought into the planning process as early as possible. Depending on the number of employees in your office, several monitors may be needed to keep the program running smoothly. Monitors need to have a good rapport with other staff and a thorough understanding of how the program works.

Coordinator: The responsibilities of the coordinator may include selecting a recycler, developing the collection system, educating fellow employees, and tracking the success of the program. The coordinator also may be the point of contact for the recycler or the building manager and should work with the purchasing department to establish a "buy recycled" program.

Monitors: Monitors may be given various responsibilities, including keeping containers contaminant-free, ensuring the containers are emptied periodically, and encouraging employees to participate.

Your recycling team also should include upper management, maintenance staff, department heads, and purchasing agents. Their support will help make the most of your program - in terms of both collection of recyclable waste paper and the use of recycled products.

Getting Staff to Participate

Continual promotion is key to a successful program. Your fellow office workers will participate if they are well-informed about the program and its benefits. Explain the recycling process and how they can participate by collecting recyclables and by using products made from recycled materials. The support of your CEO or senior management is vitally important!

An effective promotional campaign includes:

Kick-off memo: A memorandum signed by your CEO and directed to all employees, highlighting the benefits of recycling and describing the program, is a good way to start your program.

Education and Promotional sessions: The kick-off memo should be supplemented by brief presentations to all employees. The "do's and don'ts" of the program and its benefits should be explained and questions answered. (Stickers with lists of what goes into each bin may be available from your recycler and are helpful informational tools.) Remember: Information on your recycling program should be included as part of the orientation of new employees.

Reinforcement and Follow-up: It is important to reinforce the new recycling habit. Keep employees informed of your company's recycling efforts, highlight new recycled products that are purchased, participation rates, quantities of waste paper that are

collected, revenue earned, disposal cost savings, and any problems encountered and/or solved in company memos or newsletters. Seek suggestions for program improvement.

A successful program requires time and effort to familiarize the employees and the custodial staff with the recycling program's objectives and requirements. Employees won't participate if they don't know how the program works.

Close the Loop - Buy Recycled and Recyclable Products

Office paper collection is not enough. Remember the third arrow in the recycling symbol: the purchase of recycled content products. Quite simply, recycling is the process of remanufacturing one end product (that would otherwise be thrown away) into another useful product. If the demand for these products is reliable and significant, more competitively priced recycled products will be produced and you will have played your part in creating markets for the paper you've collected.

Every business, individual and government office must take an active role in buying products that are made from recycled paper. This means standard business papers like stationery, envelopes, newsletters and publications, copy paper, fax paper, corrugated boxes, tissue products...and many more! When making purchases for your office, it is also important to make sure that all of the paper you purchase can be recycled as a part of your office recycling program. Example: To purchase yellow legal pads when you have a white paper collection program is inappropriate. If you collect recyclable paper, but do not purchase recycled products, you discourage manufacturers of recycled products and contribute to the flooding of the waste paper market and discourage office paper recycling in the long run. Conversely, to purchase recycled paper products, but not to collect recyclable waste paper can assure recycled products to be more expensive than necessary. We must all work on closing the loop on recycling by committing to both the collection of recyclable waste paper and the procurement of recycled paper products. Recycling works only if marketable products can be made from collected materials.

By buying recycled paper products for your office, you join a growing number of businesses, institutions and government agencies who are helping complete the recycling loop. The more organizations that are willing to Buy Recycled, the more recycled products will be manufactured.

You can be proud to know that every time you buy recycled paper products you demonstrate your commitment to the environment, save landfill space and set an example for other institutions to Buy Recycled, too.

Available Recycled Paper Products

Recycled paper products have come a long way since the 1970s. Today top quality products are available:

Cellulose Insulation - for office construction projects

Computer Paper - carbonless, continuous bond, form bond, and greenbar

Office Supplies - adding machine rolls, binders, dividers, files, folders, report covers, etc.

Packaging Materials - boxes, cushioning, kraft envelopes, mailing tubes, and other packing materials.

Paper Products - absorbents, paper refuse bags, books/journals, calendars, coloring books, file boxes, office recycling containers, food service containers such as bowls, trays and plates.

Office Papers - lined pads, loose leaf, note pads, spiral bound notebooks, telephone message pads, wrapping paper, etc.

Paperboard - indexes, hanging files, kraft files, linerboard, corrugating medium, pressboard, and tube stock.

Printing Papers - bond, book, coated offset, copy/xerographic, cotton fiber, cover stock, envelopes, business cards, label, mimeo, newsprint, offset, and text paper.

Tissue Papers - industrial wipers, napkins, bath tissue, facial tissue, and paper towels

* Source: Recycled Products Guide, Volume 3, Number 1, Spring/Summer 1991, published by American Recycling Markets, Inc.

Strengthen Your Purchasing Policy

The first step in buying recycled paper products is for executive management to make a commitment to buy recycled paper products. Once a commitment is made, gather information about how your organization can do its share to protect the environment, without sacrificing cost effectiveness or quality. A good place to start is by reviewing your current purchasing programs:

1. Determine the types and quantities of paper products now being used and consider using a variety of recycled paper products. If you are already purchasing some recycled products, consider expanding your program to include additional products.

2. Investigate what recycled products are now available for your needs. Sources of information about recycled paper products include:

- * Your present suppliers, including paper vendors and printers. Tell your suppliers you wish to buy recycled paper and other recycled paper products and ask to be kept informed about future recycled paper products, which will become available as demand grows.

- * Your state and local solid waste agencies that often maintain information on recycled paper manufacturers and suppliers.

* The Recycled Products Guide (RPG)*, which lists over 3,000 manufacturers and vendors.

* CERMA's Recycled Products Information Clearinghouse*, which maintains lists of recycled paper manufacturers and vendors. (*See page 23 for details)

3. Maintain quality. With recent technological improvements, there's no need to sacrifice quality when buying recycled products.

4. Review existing specifications and standards to eliminate prohibitions or limitations against recycled products. Look for clauses that restrict the use of recycled materials such as "virgin only" or "recycled materials prohibited." It is not necessary to establish new standards for recycled paper products.

5. Search out more subtle obstacles to using recycled products, such as:

* Brightness requirements or dirt counts. These restrictions are often overly stringent, relating only to aesthetic and not to performance. Note pads, for example, do not need the same brightness levels as bond paper.

* All-or-nothing clauses. Allow vendors of recycled products to offer one or more of the items covered by a solicitation rather than requiring them to submit a bid on every product. An all-or-nothing clause may prevent them from bidding.

* Quantity and availability. Recycled paper products may not be available in the quantities needed within short time frames. Therefore, allow reasonable lead times.

* Color matching. A paper-matching requirement that requires recycled papers to be the same shade as existing papers may prevent recycled paper vendors from bidding.

6. Use common definitions when possible. Commonly defined products are less expensive to produce and to purchase than custom-made items. Because there are currently no nationally accepted definitions for recycled paper products, many purchasing agents use definitions and minimum content standards established by the EPA (see page 13). These standards are currently under review by the American Society for Testing and Materials, the National Association of State Purchasing Officials, the Recycling Advisory Council, and the Environmental Protection Agency. Check to see whether your state has labeling or emblem standards that establish definitions and minimum content standards.

7. Test recycled paper for a wide range of uses to determine how well it works in your equipment and fits your needs. Be fair. For example, do not expect recycled paper to meet higher quality standards than virgin products. Consider using a blind test so that recycled and virgin paper products can be compared without bias.

8. Most purchasing officers require vendors to certify minimum recycled content. You may wish to use a certification clause provided by the manufacturer or the sample certification included on page 14.

9. Boost the effect of your commitment to buy recycled by requiring your contractors, printers and other suppliers to use recycled paper and paper products.

What's It Going To Cost?

Many recycled paper products are no more expensive than non-recycled, virgin products. Recycled paper, particularly printing and writing paper, may cost more than comparable virgin paper, with cost differentials varying from grade to grade, and from region to region, depending on the prevailing economic conditions.

Recycled printing and writing paper, often produced by small paper mills, costs more to manufacture than virgin paper produced at larger, fully integrated mills. Other factors, such as the supply of clean source-separated waste paper, the cost of raw materials, fluctuations in the international paper market, and the demand for finished products, also affect pricing.

One effective way to reduce costs is through cooperative purchasing. Cooperative purchasing increases the volume of recycled products purchased, helps ensure availability, establishes common definitions and percentages, and lowers the cost of producing and purchasing recycled products.

Even with higher costs, many businesses, institutions and government agencies recognize the need to purchase recycled paper products and do so via preferential purchasing mechanisms, including:

1. Price preferences, which allow the purchase of recycled paper products even if they are more expensive than comparable virgin items. In general, price preferences are in the 5-10 percent range.
2. Set-aside programs that set specific percentage goals for the amount of recycled paper products to be purchased. These goals are often met by purchasing a variety of recycled products, including corrugated, tissue products, packaging, office products, and other paper products.
3. Dual track bids, which allow bids from both vendors offering recycled paper products and those offering virgin products. This system is particularly applicable to governmental bodies and larger, multi-department businesses where preferred vendors are established by bid. Approved vendors of both recycled and virgin products allow individual departments and offices a choice in meeting their paper product needs.

Make a Commitment

A commitment by executive management to purchase and use recycled products is a positive statement of policy, sets an example for other organizations and sends a clear message to manufacturers to invest in recycling equipment and make more recycled products available.

This commitment may be expressed through executive orders or corporate management directives for the purchase of recycled, reusable and recyclable paper products. State and local governments may express their commitment through ordinances and resolutions requiring their agencies and departments to purchase recycled paper products. Each employee should also make a commitment to buy recycled paper products for his or her needs.

Others have

AT&T recently adopted a corporate environmental policy that calls for a growing percentage of the corporate paper purchasing budget to be directed toward the purchase of recycled paper products. McRecycle USA is McDonald's program through which the company has committed to an annual purchase of \$100 million of recycled materials for the construction and equipping of its restaurants. In its first year, 1990-1991, McDonald's exceeded that dollar amount by \$24 million, purchasing a total of \$124 million of recycled materials through McRecycle USA.

In addition, the company purchased more than \$80 million in recycled paper for the use in its restaurants and offices in 1990.

The United States Environmental Protection Agency (EPA) has established guidelines for federal agencies, as well as agencies and contractors using federal funds, to purchase recycled paper products. In addition, all 50 states, the District of Columbia, and more than 161 local governments now have laws, executive orders, or programs favoring the purchase and use of recycled paper. Many businesses, industries and non-profit organizations also have policies to purchase and use recycled paper products.

Phase In Your Purchasing Effort

Many recycled paper products, such as packaging materials and tissue, are widely available and can be ordered in volume to suit your needs right away. Printing and writing paper, on the other hand, may be in varying supply.

If products are not available or inadequate supplies block you from meeting all your recycled paper needs all at once, don't be discouraged! The best approach is to maintain a regular dialogue with your suppliers so you can purchase recycled products as they become available.

Keeping insisting on recycled paper products from you suppliers. A consistent, long-term demand will persuade manufacturers that a strong market for recycled paper products

exists and warrants their investment in equipment and facilities to produce recycled paper and paper products.

Promote Your Program

Tell prospective vendors that you are committed to buying recycled, and if they want your business, they must be prepared to provide an increasing variety of recycled paper products on an established time schedule. Vendors will respond and importantly, they will let paper products manufacturers know what is happening in the consumer marketplace. As demand increases, so will the quality and range of available products, and, correspondingly, prices will decrease.

Buying recycled and collecting are nothing to hide! Be sure all employees are aware, and let your customers know that your organization is committed to closing the loop by buying recycled and collecting office waste paper. It is good business and will encourage others to join you. Include statements such as "Printed on Recycled Paper" where appropriate. Put announcements on the bulletin boards and office newsletters. Include references to your organization's buy recycled program in media advertising, and consider sponsoring a public service announcement.

Most importantly, now that your recycling plans are complete, it is time to officially accept the

National Office
Paper Recycling Challenge!

For information, call (202) 223-3089.

Tell the rest of your organization about your commitment to buy recycled so that using recycled paper products becomes a healthy habit. You may wish to:

- * Survey your office to identify and overcome any problems with quality, delivery, etc.
- * Record purchases, keeping accurate records of recycled product purchases to identify program successes and failures.
- * Survey market developments, staying in contact with your suppliers, state and local purchasing and recycling agencies, and trade publications to keep abreast of the latest in recycled paper and paper products. You may also wish to conduct or attend vendor shows on a regular basis to give your buyers and vendors a chance to discuss the latest innovations in recycled paper products.
- * Train buyers and staff about the latest products on the market and any changes in regulations and specifications.

* Conduct annual program reviews of your buy recycled program, including information on purchases by grade, volume, price and availability. You may also wish to reassess goals for the coming year, reviewing products that could not be purchased before that may have become available.

* Let other organizations know about your success and encourage them to establish similar programs.

Reduce Waste

You can support your office recycling efforts by promoting activities that reduce, avoid, or eliminate the generation of unnecessary waste. Less waste means lower waste collection and disposal costs and significant savings on future purchases. Here are some ideas:

* Make double-sided copies

* Place information on announcement boards and circulate memos rather than making multiple copies.

* Share reports and periodicals instead of duplicating or purchasing multiple copies.

* Update distribution/ mailing lists periodically and remove those who no longer need the information

* Use scrap paper for notes and message pads

* Request reduced packaging in shipments

* Use non-glossy fax paper that does not require copying

* Use electronic mail

* Buy products that can be recycled in your office wastepaper collection program. (Check with your waste paper hauler to determine what is appropriate.)

* Remove your name from mailing lists of unwanted mailing lists.

EPA Recommended Minimum Content Standards

U.S. Environmental Protection Agency Recommended Minimum (Recycled) Content Standards for Paper and Paper Products. These standards are currently under review by ASTM, NASPO, RAC, and EPA. Effective as of 9/92.

Fine Paper	% Waste Paper
Offset printing	50
Mimeo and Duplicator paper	50
Writing (Stationery)	50
Office paper (e.g., note pads)	50
Paper for high-speed copiers	50
Envelopes	50
Form bond, including computer paper and carbonless	50
Book paper	50
Ledger	50
Cover stock	50
Cotton fiber paper (25% recovered cotton fiber/50% waste paper)	75

	% Postconsumer Recovered Material
Newsprint	40
Tissue and Towel	
Toilet tissue	20
Paper towels	40
Paper napkins	30
Facial tissue	5
Doilies	40
Industrial wipers	0
Boxes	
Corrugated boxes	35
Fiber boxes	35
Brown papers (e.g., bags)	5
Paperboard	
Recycled paperboard products including folding cartons	80
Pad backing	90

Sample Certification

Certification: The offeror shall certify that all papers supplied under any contract resulting from this solicitation, will meet or exceed the minimum percentage of recovered materials indicated below.

(Offeror should only make entries that apply to this offer)

Paper	Minimum %	Offeror's %	Weight of
Waste paper content			

in offset and/or
writing paper _____

Postconsumer recovered
materials content
in newsprint _____

We reserve the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

Certificate of Waste Paper and/or Recovered Materials Content

The offeror hereby certifies that all papers proposed to be supplied under this contract will contain the percentage(s) in the column "offeror's percentage" above.

Bidder's Company

Bidder (type or print)

Bidder's Signature

Title

Date

Resources on Recycled Products

Guide to Commercial & Industrial Recycling
Northeast Maryland Waste Disposal Authority
25 South Charles St. #2105
Baltimore, MD 21201-3330
FAX: (410) 333-2721

National Buy Recycled Campaign
The U.S. Conference of Mayors
1620 Eye Street, NW
Washington, DC 20006
(202) 293-7330

This EPA funded program offers local governments and interested parties technical assistance on implementing recycled product procurement programs.

National Recycling Coalition Buy Recycled Campaign
1101 30th Street, NW
Washington, DC 20007
(202) 625-6406

Technical assistance to governments and businesses on buying recycled products; summaries of state/local laws.

Recycled Products Guide

P.O. Box 577

Ogdensburg, NY 13669

800-267-0707

Comprehensive list of several thousand recycled products from paper products to building materials.

Recycled Products Information Clearinghouse
Center for Earth Resources Management Applications
5528 Hempstead Way
springfield, VA 22151
(703) 941-4452

Information on EPA guidelines; detailed lists of recycled paper and paperboard manufacturers, converters and distributors; recycled paper fact sheets, labeling information, trouble- shooting guide for printers; and technical assistance on buying recycled, waste reduction and collection programs.

Recycleline

National on-line computer database service listing recycled products, markets for recovered waste, and more.
(800) 461-0707

SWICH / Solid Waste Information Clearinghouse
P.O. Box 7219
Silver Spring, MD 29010
(301) 585-2898

SWICH is a complete database for solid waste and recycling issues. It can be accessed by modem or by voice phone.

NOTE: Your state or local solid waste department or regional EPA office may have additional resources.

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