



**Requirement Checklist for**  
**Business**  
**Manufacturing, Warehouse, Professional, Call Center**



**General Criteria** *(Must achieve all General Criteria to receive certification)*

- All paper, magazines, catalogs, junk mail and cardboard are recycled.
- All glass bottles, metal cans, plastic bottles (including those without a deposit) and #5 plastic containers are recycled.
- Facility has a system-wide process in place to keep recyclable items separate from the trash (such as desk side recycling containers) and ensures that these separated recyclables are placed in outside recycling containers for pick up and are not thrown in with the trash.
- Recycling collection is provided through the business' waste hauler or another method is in place to transport and recycle the materials (i.e. business self-hauls material to a [Material Recovery Facility](#) or to OCRRA's [Rock Cut Road Transfer Station](#), depending on volume.) *Proof required if self-hauling option is utilized.*
- List one or more waste reduction practices the business has implemented to reduce waste in the workplace (Example: use less paper, provide reusable water bottles or coffee mugs to employees for reuse, etc.) Detail: \_\_\_\_\_  
\_\_\_\_\_
- Recycles fluorescent light bulbs (tubes and compacts) using a licensed vendor.
- Offices and manufacturing areas have recycling containers or collection bins located strategically throughout administrative areas and next to every main printer.
- Set copy machine(s) defaults to "double-side documents" to reduce paper usage.
- Use email for internal communication and sharing documents.
- Purchase copy paper containing at least 30% recycled content.
- Electronics are recycled (including computers, monitors, printers and other peripheral equipment); items cannot be thrown in the trash.
- Require food vendors operating in the facility you own or manage to recycle all applicable materials.
- Food Service: fats, oils, and grease are collected for recycling by a rendering firm, or used to generate biodiesel.
- Business has a formal written policy on recycling.

**Reduce & Reuse: Choose Two (or more) Measures:**

- Purchases used or refurbished office furniture and equipment.
- Participates in a business battery recycling program (for example: Call2Recycle - [www.call2recycle.org](http://www.call2recycle.org)).
- Manufacturing only: reduce, recycle or eliminate by-product waste.
- Reuse boxes and packing materials for shipments.
- Provide contact information for three other Onondaga County businesses that you feel may be interested in achieving Blue Ribbon Recycler Certification \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- OTHER \_\_\_\_\_ (For OCRRA Consideration).

**APPLY NOW**  
BECOME A BLUE RIBBON RECYCLER  
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**I NEED HELP**  
I HAVE QUESTIONS ABOUT QUALIFYING  
[CLICK HERE »](#)