



Requirement Checklist for
Educational Institutions

(College & Higher Education Facilities, Professional Training Centers)



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: _____

- Fluorescent tubes and compact fluorescent lamps (CFLs) are recycled.
- Every office space has recycling containers for papers, as well as bottles and cans; or general recycling collection bins are located throughout administrative areas and next to every main printer.
- Set copy machine(s) defaults to "double-side documents" to reduce paper usage.
- Email is used for internal communication and sharing documents to reduce paper generation, as opposed to making multiple hard copies of documents and communications.
- 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.
- 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:

- Purchase used or refurbished office furniture and equipment.
- Participates in a business battery recycling program (for example: Call2Recycle - www.call2recycle.org).
- Reuse training materials or switch to computerized training tools.
- Participate in an ink and toner cartridge recycling program.
- Eliminate disposable cups and switch to reusable beverage containers for everyday use (special events excluded).
- 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).

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