

# TENANT TOPIC: WASTE DISPOSAL



## All waste is separated into the following groups:

### Trash

Trash should be placed in black containers or in sidecars which hang on desk side recycle cans

### Compost

Compost should be placed in centralized green containers

### Recycling

Recyclables should be placed in blue containers or in desk side recycle cans

### Electronics/Other

Schedule a pickup with ewasteSF during their monthly pickups to recycle electronics, packaging material, furniture, etc.

## Please let us know if you need any:

- Bins:
  - Every desk should have a Recycling bin and Trash sidecar bin. (see photo on right)
  - Even better, we encourage you to remove all desk bins and to have centralized bins in key locations around your suite.
  - Every kitchen should have a large Trash, Recycling, and Composting bin
- Stickers/Posters:
  - Stop by the Management Office to pick up medium-sized stickers for all 3 bins.
  - Posters are available for print [here](#) or [make your own posters](#) for your office.



## FAQ:

### **Q: How clean does it need to be to recycle?**

A: Perform the drip-test. If food/liquid does not drip or fall out, it can be put in recycling. A simple rinse or wipe usually suffices.

### **Q: Can I recycle thin plastics?**

A: Thin, clean plastics such as plastic wrapping or plastic bags can be recycled if they are bundled inside of a clear plastic bag the size of a basketball. See the "Plastic Film Recycling" link below for more info.

### **Q: How do I know if my food container/utensil is compostable?**

A: It must specifically say "compostable" on it. Items labelled as "bio-compostable," "biodegradable," "decomposable," etc are NOT compostable. It can only say "compostable" to be compostable.

### **Q: What do I do with shredded paper?**

A: Place it loose inside of your compost bin or place the bag/bin of shredded paper near your waste bins for janitorial to place into compost.

### **Q: Where do I put my used coffee cup?**

A: Place emptied paper coffee cups and their accompanying plastic lids can both be placed in recycling.

## Additional Resources:

- [SF Recycles](#) (helps you determine what goes in what bin)
- [Recycle Where](#) (where to get rid of specific items)
- [SF Environment](#)
- [Recology](#)
- [Stop Junk Mail](#)
- [Plastic Film Recycling](#)
- [Join a tour](#) of Recology's facilities (take an office field trip!)

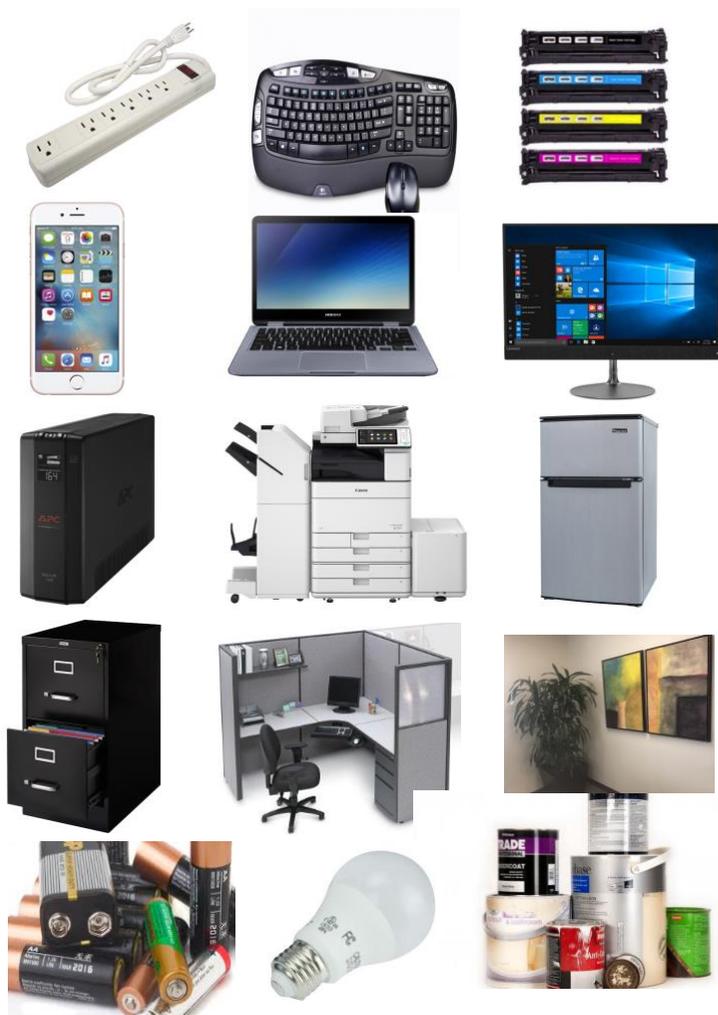


**Dear Valued Tenants,**

Recycling for Electronics, Office Furniture, Office Junk/ Supplies is available "On-Call"

## Everything In Your Office Can Be Recycled!

Request a pickup below & we will collect from your suite or area you designate.



[Click Here To Request A Pickup](#)

Or paste to URL: <https://www.ewastesf.com/pickup/tenant/>

- All Electronics & Appliances
- Computers, Monitors
- Furniture, Tables, Shelving, Decor
- Junk, Office Supplies, All Media
- Batteries, Light Bulbs, Paint, Styrofoam
- Paper Shredding
- Data Destruction
- Dismantling/ Office Move-Outs



**Office Move-Out  
Services Available**

**ewasteSF Recycling**

415.949.2783

[pickup@ewastesf.com](mailto:pickup@ewastesf.com)

text pics for quote 415.757.7111

**Rolling Bins Are Available to  
remove ewaste/junk**

