

2021 L Street Recycling Guidelines & Information

AtSite has a recycling program, in compliance with DC Code 8-1001, for recyclable items including office paper, junk mail, newspapers, paperboard, cardboard, plastic, aluminum and glass beverage containers. This program requires a commitment from the tenants, management, cleaning contractor and trash remover. Separation of recyclable materials is the responsibility of the tenants, and when recycling containers are filled, the cleaning contractor will remove their contents. Please remember, only through your support can the recycling program be successful. Please contact Building Management with any recycling questions or for recycling training for your employees at 202-296-1360.

Tenants should provide their employees with trash and paper recycling containers for each office and/or workstation within their suite. The trash is picked up from each employee's desk daily. The paper recycling bins at each desk should be taken by staff to the designated collection area within the tenant space.

Tenants should also provide a large recycling container for glass, plastic and metal containers in the designated collection area within their tenant space.

If you have a large amount of trash and/or recycling material due to purging, an inner office move or other event then please make sure that you label the containers as either trash or basura or recycling and identify what type of recycling material it is e.g. paper, glass, plastic or metal containers.

The janitorial staff picks up the paper products daily from the designated tenant recycling collection area within the tenant space and takes the recyclable materials to the dumpsters located in back of the 2021 L Street building for pick up by our waste management contractor. Janitorial staff picks up plastic, glass, metal and cardboard materials daily from the designated tenant recycling collection area within the tenant space and takes them to the same location behind the building for pickup by our waste management contractor.

Since 2021 L Street is a LEED platinum building we encourage all tenants to recycle toner and ink cartridges, cell phone batteries, rechargeable and non-chargeable batteries. Please make sure that these items are not disposed of in the regular trash. Each tenant should have a designated collection area and recycling plan for these items.

The janitorial staff will pick up batteries from the designated battery collection area in each tenant space on the 2nd Friday of each month. Batteries that are acceptable include the following:

- Rechargeable batteries – includes any battery that may be recharged including cell phone batteries.



Powering Building Performance

- Regular batteries – includes any type that is not rechargeable/alkaline that comes in AA, AAA, C and D.
- Hearing aid and watch batteries are not accepted.
- Leaking batteries are not accepted. Leakage from batteries is toxic.

To reduce waste AtSite encourages all tenants to use ceramic mugs and plates, metal silverware or corn and/or potato-based utensils and wooden stir sticks.

DC Recycling Requirements:

In the District, recycling is required in all commercial office buildings.

Mandatory recyclable materials include:

- Paper products
- Paperboard
- Corrugated cardboard
- Aluminum, steel and tin cans - clean and rinsed
- Brown, green and clear plastic glass bottles and jars – clean and rinsed
- Plastic containers, including single-serve, narrow-necked plastic bottles – clean and rinsed

Recyclables should be free of any contaminants such as food, grease, paint (and other chemical substances), animal wastes, garbage, plastic laminate, glossy and/or laminated paper, hardback books and other garbage. Please note: Soiled paper items such as pizza boxes typically cannot be recycled. Also clean tissues, paper towels, and napkins are typically not recycled.

Violations of the District's recycling laws are subject to tickets and fines ranging from \$200 - \$1500. The fines are determined by the number of infractions you have received within a 60-day period

D.C. Code Compliance



PAPER

1. Office paper
2. **ACCEPTED:** typing, fax, copy paper, letterhead, computer printouts, etc
3. **REMOVE** paper clips, binder clips, staples, plastic bindings, dividers from documents, glossy and/or laminated paper
4. **NOT Acceptable:** wet, waxed or soiled paper, e.g. paper towels



GLASS

1. Clear, brown and green food and beverage containers
2. Metal caps are recyclable
3. **RINSE** containers
4. **REMOVE** labels



METAL

1. Aluminum, steel, tin food and beverage containers marked as recyclable
2. **RINSE** to remove food residue
3. **REMOVE** labels
4. Aluminum foil is acceptable
5. **NOT Acceptable :**
Appliances, batteries, cans with chemicals or paints



PLASTIC

1. All plastic containers (Resin code 1 – 7)
2. **REMOVE** labels and caps – These are **NOT** recyclable.
3. **RINSE** contaminants such as food
4. **NOT Acceptable:**
Styrofoam products (clam shell containers), Bottles from automotive products, pesticides or other toxins. plastic food wrapping, plastic bags, etc.