



# RECYCLING AT WORK:

## Information for Harrisburg Businesses & Institutions

CITY OF HARRISBURG  
DEPARTMENT OF PUBLIC WORKS

### The Requirements

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) requires commercial, institutional and municipal establishments located in Pennsylvania's mandated municipalities to recycle high-grade office paper, corrugated paper, aluminum and leaf waste. In addition, establishments must recycle any other materials included in the municipality's recycling ordinance or regulations, which may include glass, newsprint, plastics, and/or steel and bimetallic cans. As a mandated municipality, businesses and institutions with facilities located within the City of Harrisburg must implement recycling programs.



The City of Harrisburg's recycling requirements are as follows:

- All commercial, institutional and municipal establishments must source separate the following materials:
  - High grade office paper
  - Corrugated cardboard
  - Glass containers
  - Aluminum cans
  - Any other recyclables that may be designated by the City
- Those served by the City's curbside program must set their materials at the curb in the City's blue recycling bins for collection.
- Those not served by the City's curbside program must arrange for the collection and recycling of all designated materials.
- All commercial, institutional and municipal entities must provide written documentation as to the type and weight of materials recycled annually. Reports are due to the City by January 15 of each year on a form provided by the City.

### So Why Should You Have a Recycling Program?

The most obvious reason for implementing a recycling program in your workplace is that it is the law. It is required as a provision of Act 101 and by the City of Harrisburg.

Because commercial, institutional and municipal establishments contribute about 50% of the municipal waste stream, they must be a part of our waste management program. There are, however, very sound reasons for recycling at work. Waste reduction and recycling are environmentally responsible and usually cost effective methods for reducing the waste generated in your workplace. They are environ-



### Recycling Works

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mentally responsible because they divert materials from disposal. Recycled materials are remanufactured into new products, thus saving natural resources. Most processes for manufacturing new products from recyclables require less energy, which means reduced emissions to the air and water. Waste reduction and recycling may also result in what is referred to as "avoided cost," which means a savings in costs for waste disposal. And depending on market performance, some revenue may be generated for the materials you recycle.



### For further information...

The following fact sheets are available from the City of Harrisburg's Department of Public Works:

- Developing a Recycling Program at Work
- Conducting a Waste Assessment
- Recycling in Hospitals & Health Care Institutions
- Recycling in Office Buildings
- Recycling in Hotels & Motels
- Recycling in Manufacturing & Warehouse Operations
- Recycling in Retail Operations
- Recycling in Restaurants and Taverns
- Recycling in Schools, Colleges and Universities
- Helping to Solve Solid Waste Problems in Your Business or Institution
- Recycling in Apartments & Condominiums
- Recycling at Outdoor & Special Events



To obtain one or more of these fact sheets, contact:

City of Harrisburg (717) 236-4802  
Department of Public Works Fax (717) 236-9051  
1690 S. 19<sup>th</sup> Street  
Harrisburg, PA 17104

For more detailed information about implementing a waste reduction and recycling program in your workplace:

Visit the Pennsylvania Department of Environmental Protection website at [www.dep.state.pa.us](http://www.dep.state.pa.us), click on the "Recycling Works" logo, and go to "Commercial Recycling."

The Professional Recyclers of Pennsylvania (PROP) has published "Developing a Waste Reduction and Recycling Program for Commercial, Institutional, Industrial and Municipal Establishments." To obtain a copy, contact PROP at:

P.O. Box 25  
Bellwood, PA 16617  
(814) 742-7777  
Fax (814) 742-8838  
e-mail [prop@epix.net](mailto:prop@epix.net)  
[www.proprecycles.org](http://www.proprecycles.org)