

BREAKROOM SORTING

Five seconds at the bin keeps the whole system cleaner.

1

FINISH OR EMPTY IT

No leftover food or drink in recycling.

2

READ THE LABEL

Bin colors are not universal.

3

KEEP RECYCLING LOOSE

Avoid bagging recyclables unless your program requires it.

4

FOOD GOES TO ORGANICS

When your workplace has an organics program.

5

CLOSE OUTDOOR LIDS

Keep rain, wind, and pests out.