

# RESOURCE RECOVERY

## INTRODUCTION

Welcome to the Waste-Not Recycling Resource Recovery Program. Here you will find detailed instructions for you to follow to get the materials you no longer need out of your warehouse and to end users.

To make this process easy for you we have provided you with detailed instructions for each commodity, like office equipment, furniture, and scrap electronics. Look under the section for each type of commodity and follow the step-by-step instructions.

Your role is a very important one! For your company to get the greatest return for these commodities and for the materials to be removed from your space in a timely manner, we need you to follow the processes we have set up for identifying, counting, sorting, packing, and shipping your excess materials

Waste-Not Recycling is committed to getting materials reused or recycled, diverting as much from landfills as we can. We are also dedicated to customer service. Thank you for working with us. Our combined effort will make a difference!



Waste-Not Recycling

800-584-9912

[recycle@waste-not.com](mailto:recycle@waste-not.com)

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## Getting Started

The **3 Rs** in the recycling triangle are **Reduce, Reuse** and **Recycle**. Before recycling, consider if there are any ways you can reuse your excess materials within your organization. Do you have a system in place to get your excess furniture, equipment and office supplies to someone else in your company who can use them? An area could be set aside to serve as a reuse store complete with office supplies, furniture and electronics. If space and manpower are limited, a simple bulletin board could foster reuse. Remember, one department's trash could be another department's treasure.

When in-house reuse is not an option, we can get reusable and recyclable materials from your site to end users. The instructions in this packet will help you to make this process efficient and profitable for your company. Recycling is as much an art as it is a science. Sometimes common sense and ingenuity are more important than strict adherence to the guidelines established herein.

Your role is critical to the success of this process. Please follow the instructions that are in this notebook for identifying, sorting, preparing for shipping and communicating with us. If you have any questions about any part of this process, contact us 1-800-584-9912. A copy of this "How To" guide is also available at [www.waste-not.com](http://www.waste-not.com)

We track all the materials that leave your site so that we can pass on revenue and to help you report your diversion rate.



## Furniture

A full range of office furniture can be reused or recycled, including the items listed below:

**Chairs**  
**File cabinets**  
**Lab benches**  
**Shelving**

**Wall systems and room dividers**  
**Book shelves**  
**Work benches**  
**Ergonomic accessories**

**Desks**  
**Tables**  
**Trash cans**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity and condition of the furniture. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Separate the furniture into 2 groups, one ready for reuse AS IS and another group of broken, torn, and damaged pieces. To be considered ready for reuse furniture must not be damaged, broken, or missing parts. Please attach any manuals or instructions to equipment when available.
3. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
4. Get inventory and photos to Waste-Not Recycling. Digital photos are best sent by email to us. Please fill out inventory sheets completely and email or fax them to us.
5. Waste-Not will then send you instructions regarding how these items will be removed from your site.
6. Follow packing and shipping instructions in this packet.



## Electronic Scrap (E-scrap)

A full range of excess electronic equipment can be recycled including:

**CPU's & Towers**  
**Scanners**  
**Wires**

**Monitors**  
**Copiers**  
**Power supplies**

**Laptops**  
**Keyboards**  
**Hard Drives**

**Printers**  
**Mice**  
**Memory**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity and condition of the e-scrap. The inventory sheet can be found in this packet and is also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
3. Get inventory and photos to Waste-Not Recycling. Please fill inventory sheets out completely and email or fax them to us.
4. Waste-Not Recycling will then send you instructions regarding how these items will be removed from your site.
5. Keyboards, mice, wires, power supplies and cartridges Place in separate Gaylord boxes on pallets. Follow instructions for packing and shipping gaylords found in the packing and shipping section of this packet.
6. CPU's, monitors, printers, scanners, and copiers Place on pallets and shrink as described in the packing and shipping section of this packet.
7. Laptops - Pack in lap top cases if available. Keep cables, power supplies and all accessories with units. Place all lap tops and accessories in Gaylord for shipping. Handle with care so no damage to units occur.
8. Surplus This includes boards, extra cases, docking stations, resistors, microchips, and excess material or pieces that may be assembled or may not be assembled. Whenever possible, leave these items in their original packages. Part numbers, total number in inventory, intended use, and target price should accompany whenever possible. Items can also be placed in a Gaylord or similar large box.



## Test and Measurement Equipment

A full range of test and measurement equipment can be reused or recycled. We will take **all** test and measurement equipment. If they are new in the box, please send in tact. If they are used pieces of equipment, please send with power supplies, manuals, cords, and cartons and keep together with each unit.

**We can handle anything from the tiniest integrated circuit to entire clean rooms.**

1. Fill out inventory sheet so we can help determine the quantity and condition of the equipment. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Clearly mark equipment that is defective from equipment that is functional and ready for reuse.
3. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
4. Get inventory and photos to Waste-Not Recycling. Digital photos are best sent by email to us. Please fill out Inventory sheet completely and email or fax them to us.
5. Waste-Not Recycling will then send you instructions regarding how these items will be removed from your site.
6. Handle with extreme care and use packing material such as bubble wrap or packing foam.
7. Follow packing and shipping instructions in this packet.



## Electrical Equipment

Various kinds of electrical equipment, whole or parts, can be recycled. Here are processing procedures for materials. There may be other items not listed that you have to recycle and we do not intend this list to be in any way limiting.

**Lighting systems**  
**Conduit**  
**Connectors**

**PA systems**  
**Wire**

**Transformers**  
**Outlets**

**Just about anything that has or had electricity through it**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity and condition of the electrical equipment. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
3. Get inventory and photos to Waste-Not Recycling. Digital photos are best sent by email to us. Please fill out the inventory sheets completely and email or fax them to us.
4. Waste-Not Recycling will then send you instructions regarding how these items will be removed from your site.
5. Pull wire from conduit and place into Gaylord marked "ALUMINUM WIRE" or "COPPER WIRE" and "MISCELLANEOUS WIRE"
6. Miscellaneous power supplies should go into the Power supply Gaylord for E-scrap and not in to the "Miscellaneous Wire" bin.
7. Put conduit into scrap metal container.
8. Place fixture/s into Gaylord marked "Fixtures". Try to keep sets together with all parts, manuals and/or instructions.
9. Follow packing and shipping instructions found in this packet.



## General Office Items

Various items can be reused or recycled, including but not limited to these items:

<b>Telephone systems &amp; cell phones</b>	<b>Bulletin boards</b>	<b>Telecommunication equipment</b>
<b>Notebooks and binders</b>	<b>Office paper</b>	<b>Manuals, books, phone books</b>
<b>Desk items (note paper, pen/pencil holders, stackable desktop files, calculators, tape dispensers, staplers, etc.)</b>		

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity and condition of the office supplies. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm). Fill out and email to us.
2. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
3. Waste-Not Recycling will then send you instructions regarding how these items will be removed from your site.
4. Remove batteries and place in battery Gaylord.
5. Place wires including recharge wires and head sets in Gaylord marked "WIRE".
6. Place phones into Gaylord marked "Phones." Please separate 'cell phones' from wall/desk units'.
7. Pull the contents of the Notebooks and Binders out.
  - a. Place office paper in Gaylord marked Office Paper
  - b. Place any CD's in Gaylord marked CD's after removing any wrapping from case. Place the covers into gaylords according to the material, "Paper" or "Plastic".
  - c. Place bound or spiraled booklets into Gaylord marked Bound Materials
  - d. Please remove all papers from plastic covers before placing empty binders in Gaylord marked Binders.
8. Office paper, manuals, books and phone books go into gaylords marked accordingly.
9. Desk items such as note paper tablets, pen/pencil holders, scissors, stackable desktop files, calculators, tape dispensers, staplers get put all together into same Gaylord. Waste- Not Recycling will instruct you as to how to package bulletin boards, wipe boards, and wall mount communication equipment once we see and review the inventory.



## Warehouse and Shop Equipment

All kinds of miscellaneous equipment can be reused or recycled. Following is a brief list of items. Please do not hesitate to call us if you have something you would like to recycle and do not find it on the list.

**Compressors**  
**Fork lifts**  
**Racks**  
**Tools**  
**Parts and hardware**

**Overhead track**  
**Pallet jacks**  
**HVAC systems**  
**Maintenance equipment**  
**Lifts**

**Conveyors**  
**Pumps**  
**Drill presses**  
**Tool bins, racks, and cabinets**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory so we can help determine the quantity and condition of the furniture. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Separate the equipment into 2 groups, one ready for reuse AS IS and another group of broken, torn, and damaged pieces. To be considered ready for reuse equipment must not be damaged, broken, or have missing parts. Please attach any manuals or instructions to equipment when available.
3. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
4. Get inventory and photos to Waste-Not Recycling. Digital photos are best sent by email to us. Please fill out inventory sheets completely and email or fax them to us.
5. Waste-Not will then send you instructions regarding how these items will be packaged to remove from your site.



## Large or Unusual Equipment and Other Items

A full range of equipment and items can be reused or recycled. The list below is not meant to be complete. Please do not hesitate to call us if you have something you would like to recycle something and do not find it on the list.

**Sorters**  
**Stationary stations**  
**Film**

**Cartoners**  
**Paper rolls**  
**Barrels**

**Balers**  
**Cores**  
**Buckets or Jugs**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity and condition of the items. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Separate the equipment into 2 groups, one ready for reuse AS IS and another group of broken, torn, and damaged pieces. To be considered ready for reuse equipment must not be damaged, broken, or have missing parts. Please attach any manuals or instructions to equipment when available. Please also list the former contents of containers: type of food or chemical.
3. Take photos of individual pieces or "lots". See section with instructions on how to take pictures.
4. Get inventory and photos to Waste-Not Recycling. Digital photos are best sent by email to us. Please fill out inventory sheets completely and email or fax them to us.
5. Waste-Not will then send you instructions regarding how these items will be packaged to remove from your site.



## Common Recyclables

These items are found in most business and include pop cans, plastic or glass bottles, cardboard (no wax board), chip board from things like cereal boxes and prepared lunch items, wood that is not treated or painted, metals that can not be used in other ways, and paper item.

**Bottles & Cans**  
**Cardboard**  
**Glass containers**

**Mixed Paper**  
**Metals**  
**Plastic containers**

**News papers & magazines**  
**Books**  
**Pallets**

If these commodities cannot be reused on your site, then you can prepare them for pickup by following the steps below.

1. Fill out inventory sheet so we can help determine the quantity of these commodities. The inventory sheet can be found in this packet and also on our web site at [www.waste-not.com/facts.htm](http://www.waste-not.com/facts.htm)
2. Get inventory to Waste-Not Recycling via email or fax.
3. Waste-Not will then send you instructions regarding how these items will be packaged to remove from your site.



## Inventory and Packaging Instructions

Many, if not most commodities can be shipped in Gaylord boxes. Gaylords can usually be found locally. Weyerhaeuser Paper, local recycling companies, companies that manufacture plastics and the internet are good places to find gaylord boxes. If you have trouble finding them, give us a call. Of course any large box will suffice; but we've discovered gaylords are usually ideal.

When using any box that has chemical contents printed on the box be sure to cross out or cover that print.

For large items or quantities pallets are generally the most useful. When using pallets please make sure that all items are seated securely on the pallet and shrink-wrapped tightly from bottom up or banded securely.

Always label the gaylord or pallet's contents.



## How to package monitors:

Please make sure that the shrinkwrap is tied to the pallet and wrapped very tight from bottom to top.

Stacks should consist of layers of 9-12 monitors separated by a piece of cardboard.  
Height should approach but not exceed 6 feet.

Please label each pallet with quantity.

Smaller quantities of monitors can be placed in boxes with enough care to insure no breakage during transport.  
Monitors may be shipped with similar electronics such as cpu's and keyboards



## Taking Photos

A crucial ingredient to your inventory form will often be photographs.

Capturing the model, serial number and overall product condition is important.

If there are blemishes or broken parts to items be sure to photograph those as well as note them on the inventory form.

If you have assigned lot numbers to items place them in a prominent place so that they will be in the picture as well (see hot pink sticker in example below).

Please take digital pictures in “normal” and not “fine” mode or the files will be at a much higher resolution than necessary and the large file size will bog down the email process.

It is also helpful to rename the pictures from whatever number your camera assigned to something descriptive: Lot#, serial#, model#, brand name, etc..

One more tip - try to take pictures that won't need to be cropped, just get the subject and not the background.







FROM:

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TO:



Waste-Not Recycling

1065 POPLAR STREET  
LOVELAND, CO 80537

PIECE # \_\_\_\_\_ OF TOTAL # OF PIECES \_\_\_\_\_

INVENTORY ATTACHED BY \_\_\_\_\_

SCRAP, BROKEN, OBSOLETE

# ELECTRONICS

PLEASE HANDLE WITH CARE TO MAXIMIZE SALVAGE VALUE



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

REUSABLE

# ELECTRONICS

PLEASE PACKAGE WITH CARE AND INCLUDE POWER SUPPLIES & DOCUMENTATION



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

FRAGILE - REUSABLE

# TEST EQUIPMENT

PLEASE PACKAGE WITH CARE AND INCLUDE POWER SUPPLIES & DOCUMENTATION



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# PC BOARDS

COMPUTER CHIPS, RELAYS, MEMORY, DISC DRIVES AND COMPONENTS ALSO



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# MIXED METALS

PLEASE SEPARATE ALUMINUM, COPPER AND STAINLESS STEEL WHEN POSSIBLE



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# ALUMINUM

PLEASE...NO BEVERAGE OR FOOD CONTAINERS



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# COPPER

PLUMBING AND COPPER WIRING OK



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# STAINLESS STEEL

PLEASE...NO BEVERAGE OR FOOD CONTAINERS



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

STAPLERS, WHOLE PUNCHES, DESK FILES, ERGO ACCESSORIES, BINDERS, ETC..

# OFFICE SUPPLIES



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# BINDERS

PLEASE RECYCLE PAPER SEPARATELY



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# BOOKS/MANUALS

WITH GLUED SPINES THAT NEED TO BE REMOVED BEFORE THEY BECOME PAPER



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

CD CASES AND FLOPPIES ALSO WELCOME

# CD'S

CONFIDENTIAL MATERIALS MUST BE MARKED FOR DESTRUCTION



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# SCRAP WIRE

MISCELLANEOUS WIRE AND POWER CORDS (NOT POWER SUPPLIES)



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# BATTERIES



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)

# CONFIDENTIAL

MATERIALS FOR DESTRUCTION ONLY



Waste-Not Recycling 800-584-9912 [recycle@waste-not.com](mailto:recycle@waste-not.com)



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