



To: Statewide Agencies  
From: Department of Administrative Services Office of Sustainability  
Date: November 2022  
Re: Reduce, Recycle, and Compost Quick Guide

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Hello all,

The Department of Administrative Services (DAS) Office of Sustainability has updated the Statewide Reduction, Recycle, and Compost Quick Guide to help remind DAS and other state agencies of how reduce, reuse, recycle, and compost.

As you or your employees may be back in the office at least part time, please use this guide as a reminder for yourself, or as a communication tool for staff. The Guide explains how we can keep many materials from ending up in landfills to save money, resources, and reduce greenhouse gas emissions associated with waste disposal.

For employees working remotely please remind them to apply these principles too - Practice makes Perfect!

So, before you decide to trash something, consider these alternatives.

For Further guidance please contact Steven Markham or David Wortman at:

The DAS Sustainability Program

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Thanks much,

# 2023 Statewide Waste Reduction, Recycling, and Composting Quick Guide



## Introduction

As state agencies, we strive to Reduce, Reuse, Recycle, and Compost as much as we can. From mixed recycling to food scraps, from electronics to furniture, we can keep many materials from ending up in landfills to save money and resources and reduce greenhouse gas emissions associated with waste. So, before you decide to trash something, consider the alternatives.

The recycling market continues to be in flux, and what can and can't be recycled will continue to change. The Plastic Pollution and Recycling Modernization Act will update Oregon's outdated recycling system by building on local community programs and leveraging the resources of producers to create an innovative system that works for everyone. The Oregon legislature passed the Recycling Modernization Act (Senate Bill 582) during the 2021 legislative session. It was signed by Governor Brown on Aug. 6, 2021. The new law becomes effective Jan. 1, 2022, and recycling program changes will launch in July 2025.

This system-wide update will make recycling easier for the public to use, expand access to recycling services and upgrade the facilities that sort recyclables. It will also create environmental benefits while reducing social and environmental harms such as plastic pollution. Producers and manufacturers of packaged items, paper products and food service ware will pay for many of these necessary improvements helping to ensure recycling is successful in Oregon.

The DAS Office of Sustainability will continue to track changes and their impacts to agencies, and revise this Guide as needed.

Are you unsure of what can be recycled, where to take it or who to contact? Use this reference guide to help answer your questions. While it doesn't address every conceivable material you may be trying to reuse or recycle, it does cover many of the common waste streams from offices. If you still need help, please see the Further Guidance section at the end of this document.

## Recycling – Not the First Option

Before you read any further, remember that it's best to **Reduce** and **Reuse** before you recycle or compost. The most sustainable product is the one that's never created and consumed in the first place. Before you or your agency decides to purchase a new item, you might ask:

- Do I really need to buy this item?
- Share and share alike. Are there opportunities to share items among employees instead of buying one for every employee.
- Would a used one work equally as well?
- Might [DAS Surplus](#) or other agencies have items that they are looking to get rid of?



For materials you already have, explore ways to reuse them. Office materials like binders and files can easily be reused within your agency's office. DAS Surplus offers a wide range of items at a significant cost savings compared to buying new.

This guide is useful for all agencies statewide. If you are unsure how to dispose of your materials, refer to your local city, county, waste hauler, or recycler for the proper disposal of your items

## Mixed Recycling

DAS owned buildings should have barrels and bins for collecting mixed recyclables. For those agencies where Garten picks up recyclables, large blue or white barrels are located throughout buildings common areas and break rooms. Conference rooms should have smaller blue recycling baskets. Bins should also be placed near all copiers.

Agencies outside of DAS should check with your local city, county, waste hauler, or recycler to inquire about the disposal of mixed recycling.

It's important to keep recycling "clean" – that is, keep things that are not recyclable out of recycling. If there is too much contamination, recycling just gets thrown in the trash.

Refer to posters located near recycling barrels and bins.



### Salem Area

The following materials CAN go in mixed recycling.

- Newspapers & inserts
- Flattened cardboard
- Junk/direct mail-except those laminated by plastic
- Magazines
- Office paper & post-it notes
- Soft cover books & phone books
- Paper bags
- Paper envelopes
- Soda can/ bottles & cartons
- Plastic bottles, jugs & containers rinsed, no caps
- Steel cans with label removed

The following materials should be kept OUT of mixed recycling.

- Milk, juice & egg cartons
- Frozen food boxes & trays
- Thermal receipt paper
- Copier paper ream wrapping
- Envelopes with bubble wrap inside
- Laminated paper
- Plastic tubs for cheese, salsa, sour cream, yogurt & similar foods
- Plastic or Styrofoam Food & drink takeout containers
- Coffee & beverage cups
- Salad tubs
- Compostable containers, packaging, or other items labeled "compostable," "biodegradable," or "made from plants." [Learn why](#)

Containers (e.g., bottles and cans) with a deposit should be collected in separate bins.

## Portland Area

The following materials CAN go in mixed recycling

- Newspapers
- Magazines & catalogs
- Telephone books
- Paper bags
- Cereal, cracker & shoe boxes
- Paper egg cartons
- Envelopes (windows & paper padding OK)
- Notebook paper, computer paper, file folders, stationery
- Wrapping paper no foil, plastic coating, or tap
- Milk & juice cartons
- Soup & broth cartons
- Yogurt-type containers 6oz. or larger
- Rigid plant pots (4 in. or larger)
- Plastic bottles (6oz. or larger)
- Plastic jugs
- Metal cans-place the lid inside the can, crimp shut to hold the lid inside
- Aluminum foil & trays
- Empty aerosol cans
- Small Scrap metal pieces no larger than 30 inches. Weight limit 30 pounds.
- Paper coffee filters & paper tea bags

The following materials should be kept OUT of mixed recycling

- Foods or liquids
- Loose plastic bags
- Bagged recyclables or film & non-recyclable plastic
- Paper napkins, plates, cups & tissues
- Polystyrene foam, foam cups & containers
- Glass bottles & containers
- Yard waste & wood
- Coffee cups, paper plates, take-out food containers or wrappers, drink cups, straws, or utensils
- Waxed paper, parchment paper or facial tissue
- Wood or plastic beverage stir sticks or toothpicks
- Plastic bags, plastic wrap, metal, or glass
- Liquids, grease, or cooking oil.
- Compostable containers, packaging, or other items labeled "compostable," "biodegradable," or "made from plants." [Learn why](#)

Refer to mixed recycling posters located near recycling barrels and bins.

Note: Do not place recyclables items in plastic bags then in the receptacle. Empty recyclables directly into the receptacle and put the plastic bags in the trash.

A good recycling reference guide for the Portland area: [Portland.gov](http://Portland.gov)

## Glass

Agency break rooms should have collection bins for glass, which must be kept separate from mixed recyclables as it breaks the mixed recycling sorting machines. Please rinse containers. Only glass that contained food or beverages is recyclable. Window glass, for example, is not.

Agencies outside of DAS should check with your local city, county, waste hauler, or recycler to inquire about disposal of glass.

## Plastic film and bags

With the ban on plastic bags at retail establishments and adjusting of practices back to normal operations after the pandemic, we should see a drop in plastic bags in our waste streams. Plastic bags jam sorting equipment and should be kept out of mix recycling.

There are currently very limited options for recycling plastic wrapping and other film-like plastic. The industry has a limited market for this product. This guide will be updated if and when a vendor is secured to service state agencies. Some grocery stores still take plastic bags in their customer service areas. For large volumes of plastic film and other plastic wrapping,

Agencies outside of DAS should check with your local city, county, waste hauler, or recycler about disposal of plastic film and bags.

## Shredded paper

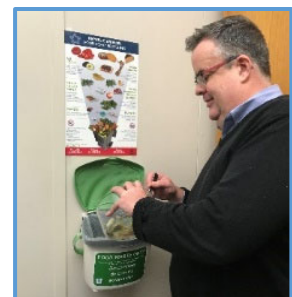
Shredded paper must be kept separate from mixed recyclables and placed in a separate bag. Alternatively, paper to be shredded can be placed in a separate locked container. Locked containers are managed and paid for separately by individual agency programs. The containers are collected by Garten or other recyclers .

Agencies outside of DAS should work with your local city, county, waste hauler, or recycler to inquire about shredded paper recycling.

## Compostable materials

Composting is an easy way to reduce materials in our landfills. DAS currently has 68 compost receptacles in 16 buildings. In the Salem area, composting containers are placed in break rooms near refrigerators. Containers are either small wall-mounted types or a floor foot pedal-activated type. Compost is collected daily by the custodial staff then placed in roller carts supplied by a local refuse service provider.

Agencies outside of DAS should work with your local city, county, waste hauler, or recycler to inquire about disposal of compostable materials.



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## Salem Area

The following materials CAN be composted:

- All food: fruits, vegetables, meat scraps, bones, grains, cheese, eggshells, bakery items, etc
- Food soiled paper napkins, paper towels, paper plates, tea bags, pizza delivery boxes; coffee grounds and filters
- Plants & plant trimmings

The following materials CAN NOT be composted:

- Liquids, grease & cooking oil
- Paper products lined or coated with plastic
- Due to health regulations, no bathroom paper towels are permitted in the compost
- Ground up wooden crates, sawdust, or pallets
- Compostable containers, packaging, or other items labeled "compostable," "biodegradable," or "made from plants." [Learn why](#)
- When in doubt, throw it out

Portland area business compost collection is food only

The following food items CAN be composted:

- Meat, poultry, fish, shellfish, eggs, cheese, dairy, bread, baked goods, pasta, rice, beans, nuts, seeds, vegetables, and fruit
- Peels, pits, eggshells, bones & coffee grounds
- Raw or cooked food, plate scrapings, leftovers & spoiled food
- Paper coffee filters
- Paper tea bags
- Food soiled napkins & paper towels
- Pizza delivery boxes remove any plastic or wax paper

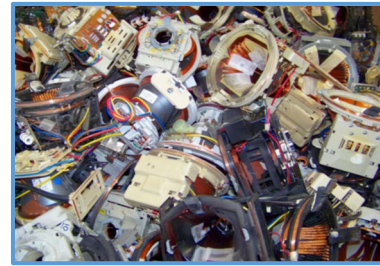
The following materials CAN NOT be composted.

- Liquids, Grease, and cooking oil
- Due to health regulations, no bathroom paper towels are permitted in the compost receptacles
- Ground up Wooden Crates, Sawdust, or Pallets
- Yard debris include all grass, leaves, garden trimmings & branches
- Compostable containers, packaging, or other items labeled "compostable," "biodegradable," or "made from plants." [Learn why](#)

A good recycling reference guide for the Portland area: [Portland.gov](http://Portland.gov)

## Electronics

Agencies should recycle electronics per State of Oregon requirements for their environmentally responsible disposal. For DAS and other agencies in its service territory, items are recycled through the state's e-waste contractor, Garten. For additional guidance visit [DAS e-waste policies and procedures](#).



In some cases, a manufacturer may offer a buyback-takeback program, which can also be a responsible way to also ensure security and confidentiality. For example, Cisco will offer to pick up their equipment for free disposal.

### DAS Buildings

Any electronic asset with a white or blue asset tag on it should be returned to DAS IT . Phones, computers and monitors are good examples. These electronics should **NOT** be placed in the collection receptacles, instead returned directly to DAS IT even if they are not functioning, obsolete or for any other reason. Contact DAS IT through [Home / DAS-IT Support Portal \(ivanticloud.com\)](#), choose service catalogue request-choose return/decommission hardware request.



### **Electronics with no asset tag**

Building managers should establish a designated collection point with receptacles for acceptable electronic items and notify building occupants of its location. When a receptacle is full, contact DAS IT through the [Home / DAS-IT Support Portal \(ivanticloud.com\)](#) to pick up the receptacle.

The following items should **NOT** be disposed of in the trash. Instead, deposit them at building electronics collection points for pickup by DAS IT or – if it is a large item such as a printer contact DAS IT directly:

- Cables, wires and plugs and used keyboards and mice
- Desktop devices such as electronic labelers, staplers and speakers
- Obsolete items such as televisions, obsolete radios, VCRs, reel-to-reel players, or cassette players.
- Non-working electronic items such as traffic signal switches, non-working uninterruptable power supply (UPS) units and non-working radios

Other items without an asset registration number that potentially store or have stored sensitive or confidential data: computers, cell phones, copiers, printers, etc

For guidance visit the Enterprise Asset Management Policy [107-011-050 PR Sustainable Acquisition and Disposal of Electronic Equipment \(e-waste/recovery\)](#) for a full description of electronic device disposal.

For additional guidance, visit the [DAS Surplus E-waste guidance page](#).



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### **Other Items**

For DAS and all other state agencies., the following other electronic items must be handled where feasible via guidelines from DAS Surplus. Please contact DAS Surplus at (503) 378-4077 [DAS Surplus](#).

The DAS Surplus Property Program provides the following guidance and clarification for all state agencies regarding the disposal of e-waste.

Items that **MUST** be disposed of via the state's e-waste contractor (Garten Industries) or through a 'Manufacturer's Buy Back/Take Back Program' in order to ensure the security & confidentiality of information as well as environmentally responsible disposal:

Items that **MUST** be handled via the standard guidelines for disposal of surplus property include but are not limited to the following:

- CRT monitors or televisions, obsolete radios, VCRs, reel-to-reel or cassette players
- Examples of non-working electronic items include but are not limited to non-working traffic signal switches, non-working uninterruptable power, supply (UPS) units, non-working radios
- Examples of items that potentially stores or has stored sensitive or confidential data include but are not limited to computers, cell phones, copiers, printers, etc
- Working and not obsolete plotters
- Working and not obsolete flat screen televisions or monitors
- Working and not obsolete electric power tools

### **Other Agencies**

Other agencies are directed to establish their own protocols for collection and disposal of electronics per applicable statewide policy and best practices. Agencies and their IT departments can contract directly with Garten in the mid-Willamette Valley area for pickup of electronics. Agencies in other areas of the state should contact their local haulers and e-waste processors for responsible disposal following the above protocols.

For guidance visit the Enterprise Asset Management Policy [107-011-050 PR Sustainable Acquisition and Disposal of Electronic Equipment \(e-waste/recovery\)](#) for a full description of electronic device disposal.

For additional guidance, visit the [DAS Surplus E-waste guidance page](#).

## Miscellaneous items

### Styrofoam

Agencies have the ability to recycle Styrofoam packaging material (blocks of Styrofoam). At DAS owned buildings, custodial coordinators take staged material from each building to the Revenue building in Salem where Marion County picks it up. If there is a large amount at a site, special pickups are available and are called to the building for pick up if needed.



Clean block Styrofoam can also be dropped off at [Fresh Start Market in Salem](#).

Styrofoam food packaging and Styrofoam “peanuts” are NOT currently recyclable.

In the Eugene area, Styrofoam block pickup can be arranged through St. Vincent De Paul Society (due to contamination they no longer accept packing peanuts).

Agencies outside of the Salem area should work with their local city, county, waste hauler, or recycler to inquire about disposal of Styrofoam blocks.

### Toner/Printer Cartridges

DAS recycles toner cartridges. Some cartridges have return tags and are sent back to the company. Cartridges can be sent in your own boxes, instructions and shipping labels for Ricoh are [here](#), while instructions for HP are [here](#).

Toner cartridges can also be sent to DAS where they are then shipped to Garten. Surplus. The exception IT, Risk Management & Procurement – these sections take care of their own toner cartridges.

Agencies outside of DAS should check with their city, county, local waste haulers, or recyclers for disposal of toner/ink cartridges.

### Batteries

DAS Buildings

Agencies can recycle small batteries. At DAS buildings, small bins labeled for battery collection are deployed to all buildings. Due to accumulated batteries becoming heavy these containers have remained small. Our local Batteries Plus retailer picks them up for recycling.

Agencies outside of the DAS check with their city, county, or local waste haulers for disposal of batteries.

### Furniture and other office items

For a fee, Herman Miller offers their [repurpose program](#), which can help find new use for recycle items that DAS Surplus does not accommodate. This might include damaged furniture, cubicle walls and other bulky office items.

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Agencies outside of DAS should check with their local city, county, waste hauler, or recycler for suggestions on disposing of furniture and other office items.

### **Junk Mail**

There are several options for cutting down on your agency's volume of junk mail. One option is [Waste Free Mail](#), which will remove you from mail services using an online form. [Stopwaste](#) also offers a toolkit to help remove contacts from mailing lists.

### **Other materials**

For other miscellaneous items not listed here, you may wish to consult the Marion County recycling guide, which lists options for many types of materials: <https://apps.co.marion.or.us/recycle/>

Agencies outside of the Marion County area should check with their local city, county, waste haulers, or recyclers to inquire about the disposal of other materials.

## **Communicating with employees**

Agencies are strongly encouraged to share the information in this Guide with employees who are working in the office. This can be done through newsletters, team meetings, email updates or on agency web sites. Agencies should also ensure that signage on recycling and composting are refreshed and provided at all collection points. Check with local city, county, waste haulers, or recyclers for signage.

## **Further guidance**

Please contact Steve Markham or Dave Wortman, at DAS Sustainability if you have any questions or needs for information. This may include:

- What to do with materials not listed in this guide
- Requests for additional posters or recycling education materials
- Requests for special "lunch and learns" or trainings
- Requests for additional collection bins or special pick-ups

Contact Information:

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