

DON'T DUMP ON HAWAII. SORT IT OUT.



OFFICE PAPER RECYCLING - Tips and Guidelines

- It's The Law
- Going Green Is Good For Business
- What To Recycle
- Collection Options

It's The Law

City & County of Honolulu Ordinance, Chapter 9, Article 3.1 requires the owners of office buildings to arrange and provide for the separate collection and recycling of office paper, newspaper and corrugated cardboard.

To be in compliance with City law, any office building or group of connected buildings with an aggregate of 20,000 square feet or more of office space are required to recycle office paper, newspaper and corrugated cardboard.

Going Green Is Good For Business

Recycling is not only the law, it is also the smart thing to do. It's good for business and good for the environment.

Recycling paper offers an opportunity to reduce refuse costs by reducing the volume of waste collected and taken for disposal.

Paper accounts for approximately 23% of the waste stream on Oahu. Recycling paper and other materials will help to extend the life of our landfill. We all need to work together to reduce waste to promote our island's sustainability.

What To Recycle

High-grade paper (white and color ledger) which is generated in larger quantities, has stable markets and commands a higher price. Low-grade papers are in less demand, so dealers pay less (and sometimes nothing) for them. Higher volumes of high-grade papers can help to defray the costs to collect the low-grades, and can significantly reduce your disposal costs.

You Can Recycle

Colored ledger paper including:
Yellow legal paper
Color stock copier paper
Carbonless multi-copy forms

Corrugated cardboard

File folders

Newspaper

White ledger paper including:

Copier paper

Black inked "blue" prints

Staples need not be removed.

Check with your collector to verify acceptable materials.

You Can't Recycle

Bindings: glued, metal, spiral

Blue inked blueprints

Carbon paper

Envelopes

Labels, adhesives, tape

Paper bags, plates, cups

Paper clips, binder clips

Paper towels, napkins

Photographs

Rubber bands

Tissue

Glossy magazines

Telephone books

Collection Options

Collection service can be provided by most refuse or recycling companies, or by small private collectors. A refuse hauler may offer a combined cost/pay structure to handle both refuse and recyclable paper whereby they charge you for the collection of both refuse and paper and credit the current market value on the paper. This can reduce your overall disposal costs. Similarly, a recycling company or a small collector may charge you for the collection service and credit you the current market value on the paper or collect it for no charge/no pay.

Refuse Haulers

It is best to start with your current refuse hauler. You may also check online or the yellow pages of your phone book for refuse haulers.

• Recycling Companies

Honolulu Recovery Systems	841-3179
Island Recycling	682-9200
RRR Recycling Services	682-5600

• Shredding Companies

Access Information Management	673-3200
Shred-It USA Inc.	841-8833

Providing this information does not constitute endorsement of these businesses. Also, this information is not comprehensive. Companies offering services may contact the City Recycling Office to be listed.

For more information about setting up an office paper recycling program for your building call the City Refuse Division at 768-3200 or visit www.opala.org.

The complete the Office Paper Recycling Compliance Form online, go to www.honolulu.gov/opala/compliance or scan the QR Code.



City and County of Honolulu
Department of Environmental Services
768-3200