



**STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Bureau of Materials Management & Compliance Assurance
Waste Engineering & Enforcement Division
79 Elm Street
Hartford, CT 06106-5127**

SOLID WASTE - BUSINESS RECYCLING CHECKLIST

CT DEP Inspectors use this form during their Inspections to assess compliance with the Recycling law, in accordance with Section 22a-241b of the Connecticut General Statutes.

SIC Code _____

NAICS Code _____

Name of Facility/Site: _____ Address: _____ Town: _____

Date of Inspection: _____ Name of Inspector: _____

Site Contact: _____ Title: _____ Phone Number: _____

Does the company have a solid waste recycling program: Yes No

If so, which items are recycled:

Mandatory –

- | | |
|---|--|
| <input type="checkbox"/> Corrugated Cardboard | <input type="checkbox"/> Ni-Cd Rechargeable Batteries |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Used Oil (crankcase) |
| <input type="checkbox"/> White Office Paper | <input type="checkbox"/> Lead-Acid Batteries (from vehicles) |
| <input type="checkbox"/> Glass and Metal Food & Beverage Containers | <input type="checkbox"/> Leaves (composted) |
| <input type="checkbox"/> Scrap Metal | <input type="checkbox"/> Grass Clippings |

Other –

- | | |
|--|--|
| <input type="checkbox"/> Electronics | <input type="checkbox"/> Mercury Containing Equipment including thermometers |
| <input type="checkbox"/> Hearing Aid Batteries | <input type="checkbox"/> Magazines |
| <input type="checkbox"/> Plastic Containers (PET #1 and HDPE #2) | <input type="checkbox"/> Discarded Mail |
| <input type="checkbox"/> Shrink Wrap | |
| <input type="checkbox"/> Paper Beverage Containers (Milk cartons and juice packages) | |
| <input type="checkbox"/> Other (list): _____ | |

Name and title of person assigned to oversee the company's solid waste and recycling efforts: _____

Name and title of person assigned to manage the company's solid waste and recycling efforts: _____

Name(s) and title(s) of person(s) who collects solid waste and maintains separation of recyclables (custodial staff person, company/service, etc.): _____

Name of trash hauler: _____

Does the same hauler provide recycling services: Yes No

If not, who does: _____

Are separate containers provided: Yes No

Did you take any photographs during the inspection? Yes No

Is there a solid waste and recycling contract for services: Yes No

Identify contact person for contract information (corporate office, building management, etc.) including their phone number: _____

Is there a waste reduction, pollution prevention, or sustainability program or a "green team" for the company: Yes No If yes, describe briefly: _____

Storage areas for recycled material: Inside_____ Outside_____

Exposed to storm water? Yes_____ No_____

Observations the inspector should make:

1) Is there evidence of a recycling program? Check to see if there are recycling containers in logical locations, both inside and outside the building. Are all containers clearly labeled? For example, posting that clearly explains how recyclables should be managed; office paper recycling bins near copy machines and at individual workstations; bottle and can receptacles in cafeteria or break room; containers for corrugated cardboard in shipping/receiving area; dedicated dumpsters for recyclables near garbage area or shipping/receiving area; etc. _____

2) Are the recycling containers being properly used? For example, are the recycling bins contaminated with trash? Are the proper recyclables in the designated bins? _____

3) Do they educate staff as to the proper management of recyclables? Please explain. _____

