

## VTCRC Single-Stream Recycling Program

The Virginia Tech Corporate Research Center's **single-stream** recycling program is underway! As part of our continuous efforts to reduce the impact on our environment, we are **simplifying** our approach to recycling and waste removal. All recyclables can now be placed in the same bin -- there is no need to separate mixed paper from commingled recycling items.

Recycling bins are located inside each building and large carts are available at each of our recycling collection zones. All bins and carts are clearly labeled with the recycling symbol.

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**The VTCRC Single-Stream Recycling Program will divert over 100,000 lbs. of recyclable material from the landfill in just one year**

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**MIXED PAPER:** paper, newspaper, magazines, paperboard, bagged shredded paper, etc.

**COMMINGLED RECYCLABLES:** aluminum, glass, and plastics (items with the triangular recycling symbol numbered 1 to 6)

**TRASH CANS** are ONLY for food waste, restroom trash, and other non-recyclable items

**PLEASE NOTE:** VTCRC *cannot* accept Styrofoam or plastic films (e.g. grocery bags, plastic wrap or packaging) through our recycling program.

The following guide is provided as a way to help you help us make sure the program works like it should. We sincerely thank you for doing your part!

### What you'll see:



#### Recycling Bins (indoor)

- Single-Stream Recyclables can be placed in these bins



#### Collection Zone (outdoor)

- Wheeled carts - recyclables only
- Baler - cardboard only -- **Corrugated cardboard is to be processed by tenants.**
- Waste press - trash only

Have questions? Please feel free to contact us!

1. Program Administrator, **RTC Enterprises:** 540-266-4445
2. VTCRC Administrative Office, **Mary Heavener:** 540-961-3600, ext. 2107
3. VTCRC Facilities, **Jodi Bowyer:** 540-961-3600, ext. 2109

## How it Works: Inside the Building

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### **Bins are provided by the VTCRC.**

Please sort your *recyclables and trash* into the appropriate containers. These will be emptied regularly by housekeeping staff.



### **Bins are for all recyclable materials**

- Office paper
- Newspapers
- Magazines and catalogs
- Advertising mail
- Paperboard (cereal box/drink carton material)
- Plastics
- Aluminum
- Glass
- NO Styrofoam or plastic films
- Colored paper
- Cardstock
- Books
- Paper bags
- Telephone books
- Shredded paper (please bag)
- Most things with the triangular recycling symbol numbered 1 - 6



### **Trash cans are for trash only**



*Tenants shall provide their own trash cans*

- Food waste
- Non-recyclable items
- Styrofoam
- Plastic Films
- Grocery bags
- Napkins
- Paper Towels

## How it Works: Outside the Building

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**Corrugated cardboard shall be processed by tenants using the baler.**  
**Only cardboard (no trash or other recycling) is compressed in the baler.**

We encourage all employees to use the baler; it's safe and easy!

Cardboard removal service can be coordinated through the VTCRC Administrative Office.

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Bring boxes to recycling zone. Lift handle up to open door of cardboard baler. Baler press will release automatically. (There may already be crushed boxes inside the baler.)



Close the door and push the handle all the way down. The baler will start automatically.

Repeat this process if you have more boxes.

**IMPORTANT!** Leave the door closed and latched when you are finished.

**The baler is full when the cardboard level is 4" above lower door.** If the baler should need to be emptied, or if you notice an equipment problem, please contact RTC Enterprises at 540-266-4445.

### **If your bins fill up too quickly...**

Single-stream recyclables can be emptied directly into the large receptacles inside the zone.



Please contact us if you feel that recycling pickup needs to be increased in your area.

**Thank you for doing your part!**