



Allentown Bureau of Recycling & Solid Waste Frequently Asked Questions: Business Recycling

Q. Do the Business Recycling Requirements still apply to me if I lease my office space from another entity?

A. Yes, your business is still required to meet the recycling requirements. The Business Recycling Requirements also apply to any person or entity that owns, manages or operates premises and provides garbage collection services for business tenants. If your property manager or owner is responsible for the garbage collection service and does not provide recycling collection service, contact them directly or contact the Bureau of Recycling & Solid Waste at 610-437-8729.

Q. Am I able to mix my trash and recycling together and rely on my hauler to separate recycling from trash for my business off site?

A. No. There are no facilities licensed to or capable of separating recyclables from trash. Separation must happen at your business, and recycling must be hauled away separately.

Q. Will my business be required to pay for recycling service if trash is included in my commercial lease?

A. The business owner or property owner that contracts for trash must also contract for recycling and provide the following:

- ◆ *Sufficient recycling bins to hold the amount of recyclables generated at the property between collections.*
- ◆ *Trash and recycling collection at least once a week.*
- ◆ *Recycling receptacles throughout the workplace.*
- ◆ *Signs at collection areas that identify materials to be recycled.*

Q. Can I take home my trash and recycling from my business to avoid extras costs for Curbside Collection or contracting with a private hauler?

A. No, unless you have a licensed vehicle for hauling or you are a licensed hauler, you cannot transport trash and recycling from your business to your home. The trash and recycling generated must stay at the source site. Businesses deemed non-compliant are subject to all applicable fines and penalties.

Q. What materials must be recycled?

A. You are required to recycle the following materials:

- ◆ *Newspaper*
- ◆ *Mixed & Office Paper*
- ◆ *Hard & Soft Covered Books*
- ◆ *Cardboard & Paperboard*
- ◆ *Glass Bottles & Jars*
- ◆ *Aluminum and Steel Cans*
- ◆ *Plastic Bottles & Containers #1- #7*
- ◆ *White Goods (Metal Appliances)*
- ◆ *Yard Waste*
- ◆ *Food & Beverage Containers*

Q. Can I put all my recyclables together for my business like I am now doing as an Allentown resident?

A. That depends upon your hauler service. If the City of Allentown picks up your recycling, you can set out your materials for single stream curbside collection, as Allentown residents have been doing since June 5, 2016. If you have a private hauler service for trash and recycling, you must confirm with your hauler and their requirements.

Q. We have recently updated our office equipment and now have several old computer monitors and other electronics equipment. How do we dispose of these responsibly?

A. Changes in technology may leave businesses with large amounts of obsolete electronic equipment. Fortunately, there are several options for reusing and recycling electronic equipment before disposal is necessary. Businesses and other organizations can:

Donate: Schools, nonprofit groups and donation sites will gladly accept useable equipment.

Resell: Sell equipment to employees, an electronics resale business or post the equipment online.

Return: Ask if your manufacturer or supplier offers an electronics take-back program.

Q. Can I participate in the Allentown Recycling Rewards Program?

A. Upon approval, a business may participate as a location to have points redeemed by residents, please contact the Bureau of Recycling and Solid Waste for more information, 610-437-8729.

Q. How do I know if my hauler is recycling?

A. There are verifying questions you can ask your hauler to ensure the recycling generated from your business is not going to a landfill:

- 1. Where does my material go after it is collected?*
- 2. How is it sorted and processed?*
- 3. Are reports or diversion metrics available?*
- 4. Do you have any educational flyers or brochures that I can share with my staff?*
- 5. Can you provide indoor recycling bins and signage?*
- 6. Will you help identify where my business can make recycling improvements?*

Q. I did not receive an annual recycling report for my business, how do I obtain a report to complete and return to the City?

A. Annual recycling reports for both businesses and apartment units can be requested by email through recycle@allentownpa.gov or by phone by calling 610-437-8729. When complete, return the form by one of the methods listed below.

Email as an attachment to: recycle@allentownpa.gov

Fax to: (610)437-8732

*Mail to: Bureau of Recycling & Solid Waste
641 South 10th Street
Allentown, PA 18103*