



Mandatory Office Paper Recycling

It's The Law

City & County of Honolulu Ordinance, Chapter 9, Section 9-3.1 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.

What To Recycle

High-grade paper (white and color ledger) and corrugated cardboard, which are generated in larger quantities, have stable markets and commands a higher price. Low-grade papers (magazines, envelopes, sticky-notes) are in less demand, and are better suited for disposal to generate electricity. Higher volumes of high-grade papers and corrugated cardboard can reduce your disposal costs.

Recycle:

Colored ledger paper (including yellow legal paper, color stock copier paper, carbonless multi-copy forms), white ledger paper (including copier paper, black inked "blue" prints), corrugated cardboard, file folders, newspaper.

Staples need not be removed.

Check with your collector to verify acceptable materials.

Do Not Recycle:

Bindings (glued, metal, spiral), telephone books, envelopes, labels, adhesives, tape, blue inked blueprints, carbon paper, paper bags, plates, cups, paper clips, binder clips, rubber bands, paper towels, napkins, tissue, shredded paper, and glossy paper (such as magazines and photographs).

An efficient recycling program will have clearly labelled recycling bins next to rubbish bins and in common areas, and may even have bins at every desk. Remind employees of the ordinance with periodic emails, and train new employees on what to recycle.

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. Keeping paper products out of the dumpster can lower disposal costs, and your business can benefit from promoting sustainability. Recycling paper instead of trashing it

has numerous benefits, including reducing emissions, extending the fiber supply, reducing energy and water consumption, and saving trees.

A 2017 waste composition study indicated that paper accounts for approximately 23% of the waste stream on Oahu. Consider decreasing the amount of paper products you generate by going paperless, reducing the size of margins, and getting an online newspaper subscription. Reducing and recycling helps to extend the life of our landfill and improve sustainability.

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

Your current refuse hauler may be able to pick up your recycling.

Recycling Companies

Honolulu Recovery Systems	842-3602
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 business, email businessrecycle@honolulu.gov or visit opala.org.

To complete the Mandatory Office Paper Recycling Compliance Form online, go to www.honolulu.gov/opala/compliance. This form is required annually.



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



@HNL.Opala



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