

**PHILOSOPHY**

**The cleaner a property is, the less likely people are to litter so please consider the following suggestions for a**

**litter-free work environment**

**BEST PRACTICES FOR BUSINESSES**

1. **Place adequate number of receptacles (garbage & recycling) in parking lots as well as inside and outside all building entrances. Use covered trash containers to eliminate trash from spilling or blowing out.**
2. **Establish a regular schedule for emptying trash and recycling containers rather than emptying them on an ‘as needed’ basis.**
3. **Establish smoking areas with appropriate cigarette butt receptacles for employees and customers.**
4. **Remember to locate recycling and trash containers next to each other; label them with proper wording and pictures.**
5. **Ensure roll-offs have adequate storage for quantity of waste generated between pickups.**
6. **Educate employees, especially maintenance staff, that litter is not acceptable and should be picked up.**
7. **Have employees conduct a Litter Cleanup Program in and around the property and post pictures in company newsletter or on website. Don’t forget trapped litter around fence lines.**
8. **Prohibit dissemination of fliers on windshields.**
9. **Provide receptacles at drive up windows before window, in shopping cart areas and parking lots.**
10. **Don’t forget to prevent litter from fleet vehicles too:**
    1. **Require tarps on any vehicles transporting materials**
    2. **Instruct drivers to pick up materials that have fallen off their load**
    3. **Add litter bags to all company vehicles**

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**DO’s**

**COMPANIES DOING IT RIGHT!!**

**Covanta’s Annual Cleanup in Newark**

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**Waste Management**

**WM’s Annual Cleanup**

**in Elizabeth**

**NY Yankees!**

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**DONT’s…………**

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**Provide adequate number of receptacles (garbage & recycling)**

**Empty trash and recycling containers regularly!**