

Recycling Procedure for Leased Sites

1. Contact building property manager to determine what, if any, recycling options are available.
2. If no recycling is offered through property management company, the following options are available for your department to set up at your own cost:
 - a. Refundable beverage containers can be collected by the Salvation Army. To set up the program, contact:
 - Dan_kinsey@can.salvationarmy.org – 604-513-8828 ext. 106
 - b. Office paper (both confidential and non-confidential) can be collected by one of two shredding companies (Shred-it and Iron Mountain). Special pricing is available to health authority sites. Contact details for each of the companies is as follows:
 - Shred-It – Mira Gravic – 604-505-9631
 - Iron Mountain – Kathleen Cano – 604-880-2357
 - c. Mixed containers – glass, plastic and tin and mixed paper will require containers and removal from workspaces. If your building has a recycling collection area, great. If not you will need to arrange for a recycling company to collect directly from your office.
 - Bins for your workspace will need to be ordered and purchased through your program. Slim Jim containers (order code 7450) should be used where possible and may be ordered through Wood Wyant.
***Note – if you work at a VCH site, you can apply to the Climate Action Fund for dollars to purchase recycling bins**
 - If your building has a recycling collection area contact housekeeping to see if removal is possible. Otherwise staff can take the recycling to the collection area.
 - If your building does not have a recycling collection area, you will need to arrange for a recycling company to collect directly from your office. Contact Smithrite on 604-529-4030. Alternatively staff can take the recycling to a neighborhood recycling point.
 - d. If a formalized recycling system cannot be set up at your facility, look at the following options:
 - Set up a volunteer schedule for staff to take recycling home
 - Drop off recycling at a neighboring site that has recycling in place
 - See if there is a way to link into the residential recycling system
 - e. Signage for your bins is available in PDF format upon request.
 - f. For battery and cell phone recycling contact the Call2Recycle program at <http://www.call2recycle.ca/sign-up.php?c=149&d=216&e=219&f=228&w=9400&r=Y>

For more information, contact Christine Ronning, Reduction & Recycling Coordinator at christine.ronning@phsa.ca or 604-875-4466 ext. 21154.