Recycle These Items:

GLASS BOTTLES & JARS
ALUMINUM CANS
TIN, STEEL, BI-METAL CANS
AEROSOL CANS
CORRUGATED CARDBOARD
PLASTIC #s 1,2,3,4,5,6,7
RECHARGEABLE BATTERIES
NEWSPAPER
MAGAZINES
PAPERBACK BOOKS
COMPUTER PAPER
LETTERHEAD
PAPERBOARD BOXES (cereal, etc.)
ELECTRONICS*

**Please refer to supplemental UNIVERSAL WASTE RULE flyer for additional recyclable items.*

For further information, contact:

GALLOWAY TOWNSHIP COMMUNITY SERVICES
A DIVISION OF PUBLIC WORKS
652-8657 x 10
bfiedler@gallowaytwp-nj.gov
www.gallowaytwp-nj.gov

Go Green Galloway

Galloway Township
Hotel / Motel
Manager's Guide to "Greening"

Recycling Contracts

When contracting with a private hauler, make sure that they will either pick up curbside recycling separately from solid waste or provide an appropriate number of containers in centralized areas to handle all the recyclables generated in your complex. *These containers should be clearly marked either by the hauler or by your staff.* Under no circumstances should source-separated recyclables be co-mingled with trash by the hauler. Recycling services must be articulated in the contract/billing statements.

Although you will be charged for recycling, you should see a reduction in the cost of your trash, either through the need for a smaller dumpster or less frequent collection.

COMMERCIAL HAULERS IN GALLOWAY TOWNSHIP*

Waste Management	**1-800-472-7335**
EarthTech	**1-888-390-2112**
All Star	**609-646-0758**

CALL TO ARRANGE FOR BOTH SOLID WASTE AND RECYCLING COLLECTION

****Partial list only. Consult you phone book for complete listing.***

Atlantic Co. Utilities Authority 272-6950**

*****Recycling Collection Only***

Community FoodBank of New Jersey, Southern Branch
(609) 383-8843
www.njfoodbank.org

RENDERERS FOR RECYCLING FATS & GREASE:

Darling Delaware
825 Wilson Ave.
Newark, NJ
201-465-1900

Moyer Packing Co.
PO Box 395
Souderton, PA 18964-0395
215-723-5555

Valley Protein
RD 2 Box 156
Wincester, Va.

FARMERS FOR RECYCLING FOOD WASTE:

Pig Farm Recycling, Inc.
880 Cattell Road
Wenonah, NJ 08090
859-9044

Liepe Farms
300 Linden Ave.
Mays Landing, NJ 08330
965-6317

STAFF TRAINING IS A CRUCIAL PART OF YOUR NEW PROGRAM. Both new and veteran employees need specific and ongoing training on waste reduction practices in order to progress. Involve the staff fully; ask the housekeeping crew their opinion on the best, most efficient way to collect recycling, where and how to store the materials, and when they think materials should be picked up by your hauler. Be sure to recognize (a free dinner at your restaurant?) those who contribute to the success of the program.

Front desk staff should be instructed to inform guests at check-in of the hotel's environmental policy, fully explaining in-room recycling and optional linen reuse.

SOURCES FOR GUEST ROOM RECYCLING BAGS/BINS:

T.M. Fitzgerald	**888-795--0660**
Midpoint International	**888-646-4246**
Busch Systems	**706-722--0806**
Bagit System	**800-622-2448**

SOURCE FOR GUEST ROOM INFORMATION CARDS:

"Green" Hotels Association: 713-789-8889 green@greenhotels.com

Greening your hotel / motel will not be as difficult as you may think…And the benefits are vast- both to the property and the environment.

- You can ***save*** by cutting operational costs through waste preventions, recycling, reuse and conservation.
- You will get ***positive publicity***; increasing your business and saving on advertising.
- You will be doing ***the right thing;*** proving to be a steward of the earth through preserving valuable resources and promoting clean air, water, and less dependence on landfills.

With the approval of management, begin the process with the creation of a "green team". This group should consist of individuals that are proven motivators and should include someone representing every facet of your organization, including administration, food and beverage and engineering.

Conduct a Waste Assessment

▣ Problem
◎ *Suggested Solution*

Set your green team to the task of identifying shortfalls and evaluating ways to improve them. Call this office for assistance, if needed. We will be glad to come out and make suggestions. All areas of the facility should be examined; including guest rooms, kitchen, restaurant, lobby, grounds and meeting rooms.

▣ What and where are recyclable materials being produced on the property? What materials SHOULD you be recycling BY LAW?
◎ *Learn what needs to be recycled. Once you know what has to be recycled and where recycled materials occur in the facility, you then need to create space for recycling receptacles in appropriate places. All office spaces should have a can for paper right next to every trash can and next to all copiers. All public spaces should have a receptacle for cans and bottles next to every trash can (by Galloway Ordinance). All guest rooms should have a small receptacle for recyclables in a central location. The kitchen should have a large receptacle for cans and bottles in a central area. All bins should be WELL MARKED. Tent cards should be placed in the guest rooms explaining the recycling policy.*

▣ Are there sufficient recycling receptacles in the outside dumpster area to handle increased materials?
◎ *See "Recycling Contracts" to learn what is needed for outside source separation of recyclables from trash.*

▣ Are recycled-content materials being purchased?
◎ *Talk to purchasing. In order to "close the loop" in any recycling program, materials with recycled content must be purchased. All computer paper, copier paper, letterhead, envelopes, paper towels, toilet paper should contain recycled material.*

▣ What is happening to computers, etc. when they are being replaced?
◎ *See Universal Waste flyer.*

▣ Can you substitute compact fluorescent bulbs for incandescent?
◎ *Each 75 watt incandescent bulb that is replaced with a 15 watt compact fluorescent bulb will save you $50 a year.*

▣ Are there areas that are always lit that would benefit by installing motion sensors or timers?
◎ *Installing timers or motion sensors in infrequently used rooms will eliminate the need to manually turn off lights and save electricity.*

▣ How much water /energy can be saved through a towel and bedding reuse program?
◎ *Many hotels now offer guests the <u>option</u> of having their linens changed every other day of their stay instead of daily.*

▣ How many of the little shampoo / lotion amenities are wasted every day?
◎ *Instead of these amenities automatically being placed in each room, have them available if requested. Also: Many hotels are now using refillable soap / shampoo dispensers.*

▣ What is happening to linens and furniture when they have outlived their useful life at the hotel?
◎ *There are many thrift shops and non-profit organizations that would benefit from good used linens & furniture*

▣ How much food from the restaurant is being thrown away?
◎ *Contact your local food bank and establish a donation effort with leftover restaurant food. Contact a local pig farmer for the rest of the restaurant waste. You will not believe how much less trash you will have when you pull out the food waste.*

▣ Outside: are there large areas of lawn and exotic plants in the landscape?
◎ *Consider creating more naturalized areas with less high-maintenance lawn and more native plantings.*