

**RECYCLING Drop Off**  
Drop off same items that are picked up at curb side (newspapers, plastic, glass, and metal containers)

Plus...  
CORRUGATED CARDBOARD  
*Must be dry and flat*

MAGAZINES, CATALOGS AND PAPERBOARD (such as cereal boxes, shoe boxes, cartons)  
*Flatten and keep dry*

PAPER  
Keep dry and loose. Separate each type and place in respective drop-off bin (No plastic bags)

WHITE OFFICE PAPER  
COLORED PAPER  
JUNK MAIL  
HARDCOVER BOOKS  
PHONE BOOKS

**Strip District Drop-off Center**  
(Open 24 hrs) -  
Also open to small businesses, bars and restaurants. Located at 30th & Railroad St (near the City's Tow Pound and the refuse collection offices - Environmental Services)  
**NO yard debris, scrap metal or tires please!**

**Construction Junction Drop-off**  
(Open every day when CJ is opened)  
Located in Point Breeze at 214 N. Lexington Ave off of Penn Ave (412) 243-5025  
**NO yard debris, scrap metal or tires please!**

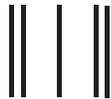
**Recycling and Disposal Information Household Hazardous Waste**  
For information on the proper disposal or recycling of Household Hazardous Waste (HHW) including paint and paint products, automotive fluids, solvents, household cleansers, pesticides, and pool and photo chemicals, contact the Southwestern PA HHW Task Force at 412.488.7452 or visit [www.swpahhw.org](http://www.swpahhw.org).

**"Hard to Recycle" Materials**  
Donate useable building materials such as lumber, kitchen cabinets, and windows to Construction Junction, western PA's first non-profit retail store for used and surplus building materials. Call 412.243.5025 or visit [www.constructionjunction.org](http://www.constructionjunction.org) for more information, or call the City's Recycling Division at (412) 255-2631.



BUREAU OF ENVIRONMENTAL SERVICES  
ATTENTION: RECYCLING DIVISION  
3001 RAILROAD STREET  
PITTSBURGH, PA 15201

Postage Required  
Post Office will not deliver without proper postage.



**CITY OF PITTSBURGH BUSINESS GUIDELINES**

# Business, Institution and Commercial Recycling

Commercial and institutional recycling is essential for the City and State to operate a successful recycling program. Your recycling not only helps to recover valuable resources and save energy, but the tonnages reported by private haulers, businesses and institutions also enable the city to attract more funding from the State. Commercial and institutional recycling is also mandatory in the City of Pittsburgh (Code 619). The operator of every business establishment located within the City of Pittsburgh must establish a program to recycle high grade office paper, plastic bottles, corrugated cardboard, aluminum cans and leaf waste, where applicable. Establishments are also encouraged to recycle old newspaper and mixed paper. Establishments must provide a collection system within their business or operation and can haul the recyclables directly to a processor or may contract a private hauler to collect the recyclables.

Apartments and multi-family dwellings with 6 or more units are considered commercial establishment (City Code 619). If they require city service, they can place commingled material (bottles and cans) and newspaper at the curb for service on collection day. The City may provide roll-out carts for multi-family recycling. However, building managers must obtain and complete a cart distribution and service agreement form from the Recycling Division. Contact the Recycling Division at 412-255-2631 for more information.

Under PA State Act 101 and City code 619, all recycling tonnages must be reported to the City's Recycling Division on a quarterly or yearly basis. If a private hauler is used then the hauler can provide the tonnage report to the City on behalf of his clients. For tonnage report forms, please contact the Recycling Division at 412-255-2631.

The City encourages small business to consult with the Recycling Division for usage of its drop-off facility in the Strip District.



## COMMERCIAL ESTABLISHMENT, CHARITABLE OR NONPROFIT INSTITUTION AND INSTITUTIONAL ESTABLISHMENT RECYCLING PROGRAM VERIFICATION FORM

City of Pittsburgh Code 619 requires that all commercial establishments, charitable or nonprofit institutions and institutional establishments provide a program for the separation and collection of the following recyclable materials:

- High grade office paper, corrugated cardboard, • plastic containers, aluminum cans and leaf or yard waste, where applicable.

***Please verify how you provide for recycling at your business, institution or facility and submit the completed form to the City of Pittsburgh Recycling Division.***

ESTABLISHMENT/INSTITUTION NAME: \_\_\_\_\_

FACILITY LOCATION: \_\_\_\_\_

OWNER OR MANAGER'S NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIMARY CONTACT TELEPHONE: \_\_\_\_\_ ALTERNATIVE CONTACT TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

*Please indicate how you recycle each material.*

	Private Hauler or Self-haul	State Name of Hauler or Drop-Off for Self-Haul
High Grade Office Paper	<input type="checkbox"/> Private Hauler <input type="checkbox"/> Self-haul <input type="checkbox"/> Don't recycle	
Corrugated Cardboard	<input type="checkbox"/> Private Hauler <input type="checkbox"/> Self-haul <input type="checkbox"/> Don't recycle	
Plastic Containers	<input type="checkbox"/> Private Hauler <input type="checkbox"/> Self-haul <input type="checkbox"/> Don't recycle	
Aluminum Cans	<input type="checkbox"/> Private Hauler <input type="checkbox"/> Self-haul <input type="checkbox"/> Don't recycle	
Leaf or yard waste	<input type="checkbox"/> Private Hauler <input type="checkbox"/> Self-haul <input type="checkbox"/> Don't recycle	

If you currently do not provide for the recycling of any or all of the above materials please contact the recycling division for support and assistance on how to recycle those materials.

PLEASE COMPLETE AND RETURN TO:

BUREAU OF ENVIRONMENTAL SERVICES · ATTENTION: RECYCLING DIVISION · 3001 RAILROAD STREET · PITTSBURGH, PA 15201