

# buy recycled

## *State agencies can reduce their environmental impact and help create jobs by purchasing recycled-content products.*

The S.C. Solid Waste Policy and Management Act of 1991 requires state agencies to purchase recycled and recyclable products whenever practical. The state goal is that 25 percent of purchases contain recycled content.

Many products you purchase can be made with recycled-content material. Below are a few tips to help you get started.

- **Ask for recycled content.** Many products on state contract contain recycled material. When asking for quotes or bids, include recycled-content specifications in your request. Also consider products that can be recycled or reused. To view sample procurement language, visit the Natural Resources Defense Council's website at [www.nrdc.org/business/](http://www.nrdc.org/business/) and then select GREENING ADVISOR.
- **Look for post-consumer materials.** The "State of South Carolina Guide for Recycled Products" provides guidance on post-consumer

content for common products. To view the guide, please visit <http://procurement.sc.gov/> and select GREEN PURCHASING under AGENCY USERS.

- **Use a 7.5 percent price preference.** When comparing traditional products to ones that are recycled, reusable or recyclable, add 7.5 percent to the lowest bid price for the non-recycled product to more accurately compare the costs.
- **Report your purchases.** Set up a system to indicate if purchases included recycled-content products. A simple check box on an existing form may be all that's needed. Be sure to ask your vendors to report recycled-content information.
- **Beyond recycling, what can you do?** You can lessen your environmental and public health impact by purchasing products that reduce water, energy and chemical use. The certification labels shown below indicate environmentally preferred products.



# recycle

## ***State agencies can reduce their environmental impact and help create jobs by recycling in the office and on-the-go.***

The S.C. Solid Waste Policy and Management Act of 1991 requires state agencies to establish recycling and waste reduction programs. This helps the state with its goal of recycling 40 percent of municipal solid waste by the year 2020.

Many of the products that you use can be recycled or reused. Below are some tips to help you get started.

### **Minimize waste.**

- Print only when necessary and print double-sided when you do.
- Use re-usable cups, water bottles, plates, napkins and flatware.
- Replace standard trash can with a mini-bin to encourage recycling. Then reuse your old trash can as a recycling bin.



### **Find a recycling hauler.**

- Check with the county or city to see if they can pick up your recyclables. To find your local recycling coordinator, visit [www.scdhec.gov/recycle](http://www.scdhec.gov/recycle).

- Check with other agencies or businesses nearby to see if you can combine material.
- Look for a private hauler that meets your needs.
- Most agencies in the Midlands use the S.C. Department of Corrections' pickup service.

### **Set up collection points.**

- Set up desk-side containers. These can be purchased or made from reusable goods such as paper boxes.
- Set up containers in commonly used areas, for example, near copy or vending machines or in break rooms.

### **Make recycling the norm.**

- Make recycling easy and convenient to encourage participation.
- Post signage to remind employees what and where to recycle.
- Talk with employees about how the recycling program can be improved.

### **Don't forget. You're not alone!**

The S.C. Department of Health and Environmental Control's Office of Solid Waste Reduction and Recycling can help you manage your recycling program. To get started, call 1-800-768-7348.

