



RecycLetter

A Newsletter of the City Facilities Recycling Program (CFRP)

Spring 2006

Department of General Services

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*Reduce,
Reuse,
Recycle.*

Toner Cartridge Recycling Program Update

Recycle Free® will no longer be sending out pre-labeled shipping boxes for the toner cartridge recycling program. Instead, used cartridges can be collected and shipped using any empty cardboard box. Boxes are to be shipped using the new UPS™ shipping labels that can be ordered through the website at www.recyclefree.com/lacity.html. A minimum of six (6) cartridges should be shipped at one time. Recycle Free® will automatically send five (5) shipping labels to the sites that have already signed up for the program.

PLEASE NOTE: If you use your remaining Envirosmart boxes, please make sure that you affix the NEW shipping label to ensure that your site and the City of LA are credited for your shipment.

Contact Us!

City Facilities Recycling
111 E. First Street, 501
Los Angeles, CA 90012
(213) 922-8300
Mail Stop 508

Karen Higgins
Manager
(213) 978-8750

Marivic Sabillo
CFRP Admin
(213) 978-7606

Al Lopez, Sr.
CFRP Field Supervisor
(213) 922-8359

Noel Cabrera
Special Events Coordinator
(213) 922-8301

Please Post

Clean Your Files...



April is Clean Your Files month. Individual participants will be entered into an Earth Day raffle by filling out a pledge form and sending it to MS 508. Individual entries must be received by April 18, 2006. Pledge forms can be obtained through our website at <http://insidela.ci.la.ca.us/GSD/recyclingindex.htm>. The top three City Departments and individual winners from the raffle will win recycled content products and other prizes. Any questions? Give us a call at (213) 978-7606.

Card Collection: Year-Round



CFRP collects all used cards throughout the year to be re-used in arts and crafts projects through local non-profit organizations. Send us your holiday, birthday, Mother's and Father's Day, or thank you cards to: CFRP, Mail Stop 508.

Please keep in mind that the cards will be used by children.



Environmentally Preferred Products Fair

Everyone is invited to attend the upcoming Environmentally Preferred Products Fair!

What: A variety of vendors will have tables displaying their recycled-content office products and environmentally preferable cleaning supplies. Some free samples will be provided.

When: April 26, 2006 9:00 a.m. to 1:00 p.m.

Where: South Plaza located between City Hall East and City Hall South



Need a Recycling Pick-Up?

Are your green, brown, or yellow City Facility recycling bins overflowing? Do you need a special pick-up? Call the RECYCLINE at (213) 922-8300. Please leave your name, phone number, and the address of the location that needs to be serviced.

10 Tips to Reduce Paper Use

1. **Print and copy only the pages you need from long documents.**
2. **Reduce unwanted mail and eliminate names from mailing lists.**
3. **Set up computers to automatically print double-sided.**
4. **Send forms or correspondence electronically.**
5. **Shorten memos and letters to be clear and concise.**
6. **Print directly on envelopes to avoid using labels.**
7. **Adopt a "duplex" policy for all photocopies.**
8. **Collect paper that has been used on one side and re-use as scratch paper or draft paper in fax machines.**
9. **Conduct regular maintenance of copiers and printers to prevent paper jams.**
10. **Post announcements on bulletin boards or circulate one or two hard copies.**



Department of General Services

Alvin Y. Blain
General Manager

Please Post

Special Events Recycling



Do you have an upcoming event such as a cultural fair, book fair, or festival? Would you like to provide a way for attendees and vendors to recycle their cardboard and beverage containers? The CFRP Special Events Recycling Program can help out by providing FREE recycling services at your next event.

For more information, please contact the Special Events Coordinator, Noel Cabrera, at (213) 922-8301.