



RecycLetter

A Newsletter of the City Facilities Recycling Program (CFRP)

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Department of General Services

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*Reduce,
Reuse,
Recycle.*

Contact Us!

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2008 Recycling Calendars Are Here!

The City Facilities Recycling Program (CFRP), with the assistance of the Los Angeles Zoo and Botanical Gardens, created this year's annual recycling calendar. Rascal is the LA Zoo's Recycling mascot and will be seen throughout the 2008 CFRP calendar, educating City employees about the different recycling opportunities the CFRP provides at work.

CFRP is taking calendar requests via e-mail. Requests may be sent to Christal.Young@lacity.org. You may also pick up some recycling calendars on the first floor of City Hall East and City Hall South at the CFRP recycling information tables near the security guard desks.

In the spirit of reusing, CFRP is requesting all City employees to gray mail the 2007 recycling calendar to MS# 508-03. We will be reusing the flyers for future recycling program promotions.

Recycled Valentine Art Contest

To promote positive recycling habits, the City Facilities Recycling Program (CFRP) is sponsoring a Recycled Valentine Art Contest. Any City employee, or child related to a City employee, is invited to submit a Valentine made out of recycled and reused products. Entries will be judged on overall creativity and best use of reused material. This year the Grand Prize winners, one City employee entry and one child entry, will each receive Knott's Berry Farm® tickets. Second prize winners will receive See's Candy® gift certificates. (Prizes are courtesy of the City Employees Club of Los Angeles)



All artwork must be turned in by **February 8, 2008**. Please mail all Valentines to the CFRP at MS# 508-03. On the back of all entries, please include your name, Department, mail stop number, and work phone number. For children's entries, also include your relationship to the child and their age.

Toner Cartridge Recycling Program

Our printers and copiers get a whole lot of use in our City offices. This means that we go through many toner cartridges weekly. Therefore, the CFRP is pleased to work with Office Depot® to provide the Toner Cartridge Recycling Program to City offices. (*Office Depot® will accept the toner containers for the new Ricoh copiers*)

Steps to recycle your toner cartridges:

- 1) Order free toner cartridge recycling boxes from Office Depot® (item # 824712) when you order your office supplies. If you will not be placing an order for office supplies, you may order boxes or shipping labels only at (877) 237-8858. (*Note: You may use your old Office Depot® shipment boxes to send out toner cartridges. All you will need is the shipping label.*)
- 2) Put the toner cartridges back in their original product packaging and place in the collection box.
- 3) When the collection box is full, tape it closed and call the phone number on the box for a free pickup through FedEx® or UPS®. CFRP does not pick up toner cartridge boxes.

Please Post

Only Inkjet Cartridges may be sent to CFRP at MS# 508-03

Reduce,
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CFRP Offers Refresher Courses



Have you seen white paper in the mixed paper bin? Maybe you have noticed recyclables in the trash bin. The CFRP is happy to educate your division with tips and tools on proper ways to recycle. The CFRP is here to accommodate your recycling education needs, so start this New Year fresh and sign up your division for a Recycling Refresher course. For your convenience, these courses are available throughout the year. Thank you for your recycling efforts! Please contact the CFRP at (213) 978-7606 for more information.

Greeting Cards and Eyewear Donations

As you are rummaging around the house you might run into those old prescription glasses or sunglasses lying around. Most likely you will find some greeting cards you received throughout the year tucked into



a drawer. CFRP has joined up with the Lions Clubs International and the Children's Museum of Los Angeles to find another use for your stored glasses and greeting cards. The Lions Clubs scan the lenses of your old glasses to match up the prescription to that of someone in need of glasses. The Children's Museum reuses the greeting cards in children's art projects.

Donate your used eyewear and greeting cards to charity. Simply place them in the orange collection boxes at City Hall East and City Hall South or Gray Mail them to MS# 508-03.

Rechargeable & Alkaline Battery Handling Program

California state law requires that batteries, both rechargeable and alkaline, must be properly handled, making it illegal to place them in the trash. The CFRP produced the battery handling program to help City employees properly handle used batteries. In Partnership with the Rechargeable Battery Recycling Corporation (RBRC), City employees can recycle the following rechargeable batteries: Nickel Cadmium (Ni-Cd), Lithium Ion (Li-ion), Small Lead Batteries (Pb), and Nickel Metal Hydride (Ni-MH). For more information, or to sign up to participate in this program at your City work site, please call GSD's CFRP at (213) 978-7606.

In partnership with the Bureau of Sanitation, Solid Resources Citywide Recycling Division (SRCRD) City employees can properly handle the following alkaline batteries: AA, AAA, C, D, 9-Volt, and Button Batteries. For more information, or to sign up to participate in this program at your City work site, please call Sanitation's SRCRD at (213) 485-3827.

You can also find the RBRC designated boxes and SRCRD white battery buckets in the lobbies of City Hall, City Hall East, and City Hall South near the security guard desks.

CFRP Welcomes Student Worker

The CFRP has recently added another member to the staff. As a Student Professional Worker, Christal Young will be working part-time with the program, gaining insight into the recycling (and working) world. She currently attends California State University of Fullerton as a student of Sociology and is President of both Campus Greens and the International Sociology Honors Society.

Department of General
Services

Alvin Y. Blain
General Manager

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