Store Recycling Guidelines

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Sustainability at Wegmans

“Business practices and strategies that promote the long-term well-being of our people, our environment, and our company.”

This is what sustainability means to us. Recycling is one way in which you can help the company reduce waste, protect the environment and save money. This guide was designed as a toolkit to help green teams establish successful recycling programs with simplification in mind. Good people working towards a common goal can accomplish anything they set out to do!

“Caring, respect, empowerment, high standards, and making a difference in the community are values that we try to live everyday at Wegmans.” -Danny Wegman
Getting Started:

Attain store management support: Sustainability is a priority at Wegmans. Recycling is an opportunity to save money while reducing our impact on the landfill. Any savings generated by your store goes straight to the bottom line.

Choose a Green Team Champion: This individual should be passionate about recycling, and will be in charge of forming and maintaining a “Green Team.”

Form a “Green Team”: These individuals should be dedicated to promote recycling throughout the store. These members will be important to their department to educate employees and reinforce recycling efforts. The “Green Team” should involve Team Leaders (STLs) and/or full-time employees.

Educate your green team: Start with an overview of Sustainability at Wegmans (www.wegmans.com/sustainability)
Review the principles of Reduce, Reuse, Recycle.
Use this guide to train your team about your store’s recycling program basics.
We are available to come to your store to help you kick start your program with your team.

5S Department Recycling Bins: Use this color coding system and container selection to 5S your program.

Continued on next page
Getting Started: Continued

Lock the Compactor: Know your Junk:

Perform mini waste audits by locking the compactor. Knowing what valuable commodities are being thrown away is an essential form of education.

Communicate and Reward Progress:

- Meet monthly to review store/division recycling reports
- Company goal is 65%. Set an incremental goal (2-5%) for the quarter as you strive for 65%.
- Celebrate your progress!!
What We Measure

Cost and Savings:

• **COST:** Every time your compactor is picked up by the waste hauler, your store is charged a “hauling fee.” At the landfill you are charged an additional per ton fee “tipping fee” to dump the load.

• **SAVINGS:** Your store is paid to recycle. You also avoid the cost of hauling and tipping fees by sending fewer compactors to the landfill. Every store recycles **cardboard, stretch/shrink wrap,** and **grocery bags from customers.**

Mixed Recycling:

The chute next to the compactor is for recycling non-deposit bottles and cans (glass, metal, plastic) used in the departments. Your store pays a flat fee for this service.
The Hierarchy of Food Recycling

- **Sell**
  - All product available for sale

- **Re-use**
  - Items that are not for sale, but can be used in another department

- **Donate**
  - To Food banks and other organizations

- **Donate**
  - To farmers for animals or compost

- **Landfill**
What Can Be Recycled – Simplification Approved Containers

Color Coding:
Gray = Garbage
Black Truck = Cardboard
Blue round = Plastic containers, metal, and glass for the recycling chute
Blue Slim Jims = paper
Yellow = Plastic wrap/ shrink wrap
Red = Meat/fish/deli scrap
Green = Compost

Labels For Simplification:
Label on wall and on container
What Can Be Recycled? - Baler

Items for the Baler:

- ALL non-wax/light wax Cardboard, Newsprint, Office Paper
- Books/Magazines/Catalogs
- Copy Paper Wrap
- File Folders
- Glossy Paper
- Glued Pads
- Letters/Junk Mail
- Manila Folders
- Lottery Tickets
- Post-It Notes
- Receipts
- Shredded Paper
- Time Cards
- Pizza Boxes
- Tubes/Cores
- Wax Alternative Boxes (plastic lined)

NOTE:
Once the baler is full a bale will need to be made and placed onto the salvage truck. Place labels on flat surface of bale. Your store will only receive credit for bales that are properly labeled!!

What cannot go into Baler:

- Dark/heavy wax cardboard
- Foil coated boxes or paper
- Paper towels/napkins/tissue
What Can Be Recycled? - Plastic Bags and Stretch/Shrink Wrap:

**Grocery Bags:**
- [http://www.plasticbagrecycling.org/plasticbag/s01_consumers.html](http://www.plasticbagrecycling.org/plasticbag/s01_consumers.html)
- Clean #2 and #4 plastic bags (even from other retailers), bread bags, produce bags, and newspapers bags.
- Labels/Stickers/Receipts are ok.
- Bags that “crinkle” are not ok.
- Keep separate from stretch wrap.

**Stretch/Shrink Wrap:**
- Only clear and clean wrap allowed.
- Paper labels are okay on wrap.
- Keep separate from grocery bags

**HBC, Card Shop, and Cosmetics:**
Do NOT recycle plastic bags and wrapping that your stock is packaged in. Not all of these types of plastic wrap are acceptable and there are too many different types. This is the best way to avoid contamination.

**NOTE:**

Place loose bags on salvage truck headed for Rochester. Plastic will be baled at the reclamation center. Bags should be tied securely and not too heavy. Discard any bags with visible contamination, garbage etc…
What Can Be Recycled? - **Mixed Recyclables Chute:**

- Plastic bottles (check with Suzanne or Jason to see what types of plastic is accepted in your area)
- All clear, brown, and green glass food/beverage containers
- Milk cartons, juice cartons and drink boxes
- Metal cans and aluminum foil, pans and trays
- Containers must be emptied and rinsed.
# Food Waste Diversion: Donation Guidelines

## Food Banks, Soup Kitchens, Local Charities:
- **Unsalable/unusable edible**: Produce, Bakery, Grocery, Dairy.
- Food cannot be more than 24 hours past the sell-by date.
- Donations must be picked up during receiving hours.
- Food cannot be left in the danger zone for more than two hours.
- Perishable food needs to be left in refrigeration until pickup.
- Damages to items cannot affect the integrity of the product.
- Frozen Food cannot be defrosted.
- Buffet Food (Salad Bar, Fruit Bar, and Mediterranean Bar) are not acceptable.
- Rotting or frozen produce and cracked or broken eggs are not allowed.
- Keep accurate records. Original Food Donation Logs must be sent to Legal Department monthly.
- If the regular charitable organization you work with is not accepting all types of food, then reach out to other recognized organizations in the area. Call your local county or town offices.

## Pet Food Donations:
- No pet food should be donated at the store level.
- Kitty litter may be donated at the store level, but it is important to record the shrink.
- Any damaged pet food needs to be sent to the Reclamation Center (both canned and dry food). Broken bags should be placed in banana boxes and placed on the salvage truck. A damage label needs to be filled out and applied to the box.

## Livestock Farmer Donations:
- **Unsalable/Unusable edible**: Produce, Bakery, Dairy, Prepared.
- Farmer will work with store to determine what they will or won’t accept.
- Potential items for donation:
  - Bakery (dough, desserts, and commercial bakery items).
  - Dairy (milk, ice cream, yogurt etc…).
  - Prepared Foods (food trimmings/waste, salads).
- Food must be out of packaging – recycle packaging if possible.
- Donations must be picked up during receiving hours.
- Must have farmer agreement signed (see receiver)
- **No plastics, glass, metal, plastic gloves, grease/oil, rope or straps.**

*Continued on next page*
Food Waste Diversion: Donation Guidelines, Continued

Compost Farmer Donations:

- Unsalable/inedible:
- Farmer will work with store to determine what they will or won’t accept.
- Potential items for donation:
  - Fruits and vegetables
  - Potting soil, plants
  - Bakery and ingredients.
  - Dairy (milk, juice, ice cream, yogurt etc…).
  - Prepared Foods (food trimmings/waste, salads).
  - Coffee grounds, filters, and tea bags.
  - Light weight non-waxed paper (egg cartons, napkins etc…).
  - Food must be removed from packaging.
- Donations must be picked up during receiving hours.
- Must have farmer agreement signed (see receiver)
- No plastics, glass, metal, plastic gloves, grease/oil, rope or straps.