

Kane County Government Office Recycling Guidelines

These are not public programs, but are for recycling programs available in county offices.



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Updated
Sept. 2018

Recycling – Office paper and containers together

You will notice Recycling Guideline posters above the common area recycling bins. Please follow the guidelines and recycle as much as possible, and help your co-workers to do the same. As of February 2018, our **county building recycling rate was 30%** which is not bad but it means we have a lot of potential to increase our recycling rates! Here is what you can do to help:

Did you know that containers and paper can go in the blue bins in your offices and in the outdoor recycling stations?

It's called "single-stream recycling." Yes, even though some of our blue office recycling bins still have outdated stickers on them that say "Mixed Paper Only", we can actually include empty drink cans and bottles in the same bin with our office paper! This also applies to the outdoor recycling stations.



Items like cups, lids, & straws go in the trash, not recycling!

[CLICK HERE FOR RECYCLING GUIDELINES](#)

Remember that these things are not recyclable and should go in the trash please: plastic cups, cup lids with straws, loose straws, foam cups, paper coffee cups, lids, chip packets, candy wrappers, plastic wrap or plastic bags (recyclable at grocery stores), napkins, & paper towels.

Request free Recycling Guideline Posters! If you don't have the great full-color [posters](#) in your offices – bilingual available - please contact Jennifer Jarland (recycle@countyofkane.org, x83841) to order.

Order additional recycling bins for your office, free of charge! There are three main sizes: Tall (23 gallon) for common areas or near copiers, medium desk-side (7 gallon), and small desk-side (3.5 gallon). Please contact Jennifer Jarland (recycle@countyofkane.org, x83841).

Please Remove the "Mixed Paper Only" stickers from your desk-side bin, and all of the bins in your office (if there) and let everyone in your office know to put containers in as well as paper!

Battery Recycling - AA, AAA, C, D, 9V



Kane County has had a recycling program in place for office alkaline batteries since 2012. This is not a public recycling program, and is for recycling batteries used in the course of business at the county.

Important: Place 9V, 12V, button cell, lithium ion, small sealed lead acid, bundled batteries in the provided bags or tape over them. You do not have to tape the AAs, AAAs, Cs, or Ds.

Important: The following batteries need to be bagged and sealed.
9V, 12V, button cell, lithium ion, small sealed lead acid, bundled
Place each one individually in a separate bag and seal



Confidential Document Shredding



Kane County contracts with a local shred company, Accurate Document Destruction.

Here are the [contract prices](#) you will pay.

Please contact Deanna Jones at Accurate (djones@shredd.net, 847-561-1682, to schedule a collection.

Electronics Recycling & Reuse



Step 1. Contact Tim Keovongsak in Purchasing (keovongsaktimothy@co.kane.il.us, x25929) to discuss the county Surplus Exchange Program.

Step 2. Fill out [Copier Replacement Form](http://web.kane/Shared%20Documents/purchasing/CRP_Guidelines.pdf) (http://web.kane/Shared%20Documents/purchasing/CRP_Guidelines.pdf) and/or the [Surplus Disposal Form](http://web.kane/Shared%20Documents/purchasing/surplusDisposalForm.pdf) (<http://web.kane/Shared%20Documents/purchasing/surplusDisposalForm.pdf>)

- Note that all copiers should be purchased through the contract pricing through I.T.
- Your item may be a candidate for redistribution to another county department or may be sold as Surplus for reuse, in which case you will work with Purchasing for that process.

Step 3. If your item is not reusable and you are directed to recycle it, then follow these guidelines:

- For **laptops, printers, phones, or computers** (including keyboards, mice, & monitors); that are Kane County I.T. issued equipment, put in a [Help Desk Ticket](#) as follows:

Ticket Info section:

- ***Location:** enter your location
- ***Group:** ** KC – General Help Desk **
- ***Category:** Electronics Recycling
- ***Category Option:** Computer & A/v Equipment
- ***Assignment:** Holste, Dean

Description section:

- ***Subject:** Electronics Recycling
- CC:** recycle@countyofkane.org
- Note:** I have a (name your item) to recycle and have clearance from purchasing to do so. Please collect it from (your location) for recycling. Thank you.

- For large **copiers or printers**, that are NOT Kane County I.T. issued equipment, the best thing to do is to negotiate with the company that you are purchasing the new copier from. Make it part of the deal that they agree to remove the old one when they deliver the new one. They will do it, but only if it is negotiated at the point of sale! If you absolutely do not have this option, then follow the directions below.
- For **TVs, microwaves, or other electronic items, inc. copiers**; NOT Kane County I.T. issued equipment, you must have it moved to 540 S Randall Road, to be recycled in the next [electronics recycling collection event](#). If you need assistance moving the item(s), contact the Facilities maintenance department for recommendations on a contractor to transport the equipment. Note that you will be responsible for the cost of this contractor. For the exact location of the storage-area at the traffic court, contact Jennifer Jarland (recycle@countyofkane.org, x83841).

Printer Cartridge Recycling

Please follow the procedure below for recycling all used printer cartridges. If you have questions, contact Jennifer Jarland (recycle@countyofkane.org, x83841).

1. **HP Cartridges: Return it to the manufacturer for reuse (Preferred option):**
All HP cartridges and some other cartridges come in a box with a **pre-paid return shipping sticker enclosed**. Simply take the new cartridge out of its packaging and put the used cartridge into that same packaging. Place the used cartridge back in the box, affix the sticker as instructed and mail it back to the company via the carrier listed on the shipping label.
2. **XEROX Cartridges: Recycle it through the mailroom recycling program:**
Deliver the box, labeled RECYCLE, to the mail room on the second floor of Building A of the Kane County Government Center. Place it on the table under the window. Alternately you can take it directly to Dave in the Mail Room at the Government Center.
3. **Other brands: Recycle it through the county recycling program:**
Only if there is NOT a shipping label enclosed, please bring the cartridge contained in a box or plastic bag, labeled RECYCLE, to the Recycling Office.

The Recycling Office is located in Building A, of the Government Center in Geneva - on the ground floor, at the south end of the hallway, in the Environmental Resources office suite. Please just place the cartridge on the floor in the Recycling Office, and they will be taken to the next monthly Electronics Recycling Event for recycling.

Surplus Exchange Program

Office Furniture

1. Contact Tim Keovongsak in Purchasing (keovongsaktimothy@co.kane.il.us, x25929).
2. Fill out the [Surplus Disposal Form](http://web.kane/Shared%20Documents/purchasing/surplusDisposalForm.pdf) (<http://web.kane/Shared%20Documents/purchasing/surplusDisposalForm.pdf>).
3. Your item may be a candidate for redistribution to another county department or may be sold as Surplus for reuse.

Office Supplies

If you have office supplies that you don't want any more, bring them to the Surplus Exchange area in the first floor break room of Building A at the Government Center. Or start an area at your office!



**Thank you for your cooperation and dedication to recycling,
and for helping to make Kane County recycling programs such a great success!**