All restaurants and bars in Chicago are required to have a recycling program. This information sheet, together with the Recycling Guide (also available from the Department of Environment), will help you establish an effective restaurant/bar recycling program.

As a specialized type of commercial establishment, restaurants and bars may choose to recycle fewer than three items and still have a recycling program that complies with City law. The Chicago High Density Residential and Commercial Source Reduction and Recycling Ordinance allows commercial establishments to recycle one item if it is established through a waste audit that one recyclable item constitutes more than 5% percent by weight of the waste stream. You must keep the waste audit results with your recycling plan for review by the Department of Environment. The Recycling Guide includes instructions on how to perform an acceptable waste audit.

The ordinance also specifies that a “source separated” program is preferable to “post-collection systems.” The City recommends that the program you choose will keep recyclable items separate from regular trash. (In order to have a “post-collection” system, you must be able to show undue financial hardship and space constraint and provide to the City results of an analytical waste audit.)

**APPROVED RECYCLABLES INCLUDE:**
- newspaper
- high grade paper
- mixed paper
- corrugated cardboard
- magazines and catalogs
- glass bottles and jars
- aluminum cans, foil, and pans
- steel and bi-metal cans
- plastic containers
- wooden pallets
- plastic film
- fats, oils, and greases

**SOURCE REDUCTION MEASURES:**
- Replace disposable items such as containers, dinnerware, towels, linens, etc. with renewable, refillable, or returnable ones
- Use boxes, bags, and other packaging material made of post-consumer recycled materials
- Switch to wipeable or reusable signs
- Make double-sided copies
- Use long-lasting, energy efficient light bulbs with median life expectancies of 9000 hours or long-lasting, energy efficient fixtures
- Donate surplus food to soup kitchens or food banks
- Change to cloth towel dispensers or warm air hand dryers in restrooms
- Return shipping materials to vendors for reuse
- Promote paper conservation by encouraging customers to limit their use of on-site materials such as napkins
- Buy supplies in bulk to reduce packaging

**ADDITIONAL TIPS FOR EDUCATING EMPLOYEES:**
- Label recycling containers so that everyone can see and use them
- Provide monthly information to employees about the building’s recycling program, how it operates, and how successful it has been