

Building occupants and guests need to know how the property's recycling program works in order to comply. Signage by containers can remind occupants and guests to recycle and provide quick information on what items go where. To obtain signage:

- Check with your waste hauler or recycling service provider
- Check with your office supplies company
- [Order labels](#) from Recycling Across America
- Create your own customized labels

Calculate your recycling diversion rate before and after installation of the signage to see what effect it has. See R.8 for a tool to determine the property's diversion rate, or [benchmark waste and recycling](#) in ENERGY STAR® Portfolio Manager®.

1. Were you able to find and install signage throughout the building?

Yes	
No	

2. Describe where you obtained the signage.

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Alternative Documentation

Instead of this form, you may submit at least one of the following to IREM®:

- Copy of sample signage
- Photograph of signage