



550 SOUTH HOPE STREET **OFFICE RECYCLING PROGRAM**

In 1989, the State Assembly passed the California Integrated Waste Management Act, known as Assembly Bill 939 (AB 939), requiring cities and counties to reduce and/or recycle 50%+ of their trash to help reduce the amount of waste going to landfills.

550 South Hope Street participates in a recycling program to recover paper, plastic, aluminum and glass products throughout the building, as follows:

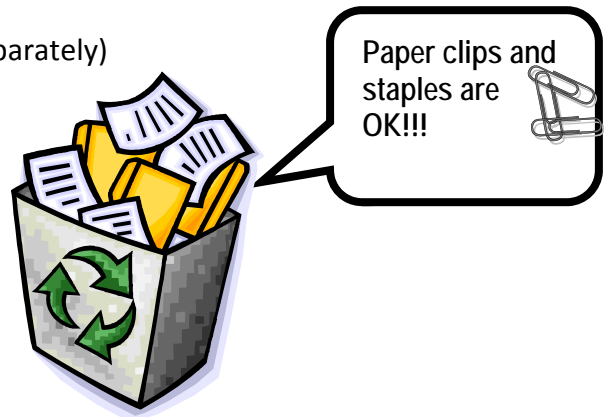
- A small recycling container is provided to each desk throughout the office for the collection of recyclable materials.
- Large recycling container(s) are provided to each suite and placed in a centralized location (i.e., lunchroom, copier / file room, etc.) designated by the Tenant. The large recycling container(s) is used for the centralized collection of all recycling materials.
- We ask that each employee participate by emptying their individual recycling containers into the large recycling container, once it becomes full.
- Nightly cleaning personnel will empty the large recycling container(s) and remove the recyclables from your suite, once the large container(s) become ½ full and/or as needed.

The following are tips and guidelines as to which products are acceptable to be recycled, and which are not. Please take a moment to review this information and feel free to forward it on to your colleagues and employees.

What Materials Are Recyclable?

PAPER: Almost everything that goes across your desk, which includes:

- White and Colored Paper
- Cardboard (Flatten and it will be removed separately)
- Computer Paper
- Plain Fax Paper
- Letterhead
- NCR Forms (Carbonless Paper)
- Adding Machine Tape
- Post-Its
- Junk Mail
- Manila File Folders
- Newspaper and Magazines
- Envelopes (Even those with plastic windows)





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ALUMINUM / GLASS / PLASTIC: The following non-paper materials are also recyclable and MUST BE RINSED AND EMPTY:

- Aluminum and Metal Soda / Juice Cans
- Glass Bottles and Jars
- All Glass Colors
- Plastic Milk Containers
- Plastic Soda / Juice Containers
- Plastic Water Bottles



What Materials Are NOT Recyclable?

Unfortunately, not everything can go in the recycle bins. Here are a few examples of what items are **UNACCEPTABLE**:

- Pendaflex Folders
- Blueprints
- Paper Ream Wrappers
- 3-Ring Binders
- Waxed Paper
- Food Wrappings, Paper Towels, Tissue
- Paper Cups, Plates or Styrofoam
- Aerosol Cans
- Paint Cans
- Photographs or Negatives
- Carbon Paper



The Office of the Building has the following available recycling cardboard containers:

- Small** containers for desk side usage
- Large** containers for centrally located containers to be used near copiers and high-volume areas

There is no charge for these containers, so please feel free to order as many as you need. Additional containers can be ordered from the Office of the Building by calling (213) 362-6920 or 550hopereception@lbarealty.com. Contents from the **SMALL CONTAINERS** need to be emptied into the large container by your employees. Only **LARGE CONTAINERS** will be emptied by the evening Janitorial Staff.

Thank you for your participation!