



MORI BUILDING

RECYCLING HANDBOOK

5th edition (Revised June 2014)



Eco in the Office!





ECO in the Office!

Take for instance, shredded documents. Do you know that such office wastepaper can be recycled?

Today trash separation is a part of your life at home. In your community, recycling centers are appearing here and there. Awareness of recycling is on the rise. But what about in your office?

Because office waste is quite different from trash generated at home, you may not see how recycling can be a part of your office life. In this handbook, we hope to provide you with some helpful hints.

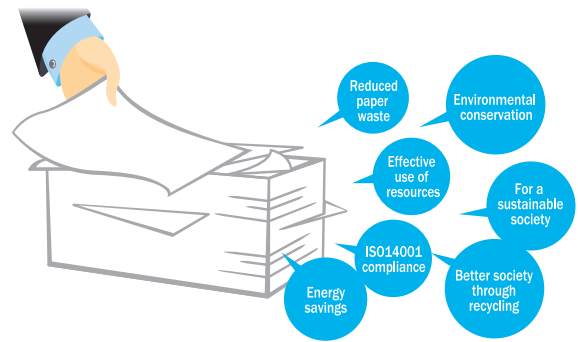
By the way, did you know that it is better for the environment if you avoid shredding paper as much as possible prior to recycling? Are you aware that 100% of the vinyl and plastic waste generated by your office is recyclable?

With just a little know-how from this handbook, you can confidently and correctly dispose of those mountains of shredded paper and the various types of plastic waste.

Now is your chance to begin ECO in Your Office Life.

Eco in Your Office Life.

Offices generate mountains of wastepaper! Failure to recycle wastepaper puts a huge burden on our environment.



Advances in Paper Recycling

In Japan, recycling of used paper such as old magazines and newspapers, used photocopy paper and cardboard boxes enjoy a high degree of awareness. The annual collection rate increases year by year.

However, according to recent research on the state of paper recycling, special types of paper that could not previously be recycled such as shredded paper and paper towels can now be recycled into toilet paper and other paper products used in the home. In the office as well, almost all types of paper can now be recycled if properly separated.



Toward Sustainability

Our Industrial Society of mass production, mass consumption and mass disposal brought incredible convenience into our lives. However, this socioeconomic model consumes huge amounts of diminishing natural resources and places a tremendous burden on our environment. With the aim of realizing a Sustainable Society, that strives to minimize consumption of natural resources and the burden on the environment, the Basic Law for Establishing a Recycling-based Society (enacted in 2001) sets forth the 3Rs as fundamental action principles.

Did you know about the Basic Law for Establishing a Recycling-based Society?

Basic Environment Law

Basic Law for Establishing a Recycling-based Society
(Provides a framework for various recycling-related acts)

Waste Disposal Law

Law for Effective Utilization of Resources

Containers and Packaging Recycling Law

Home Appliances Recycling Law

Construction Material Recycling Law

Food Recycling Law

Green Purchasing Law

Automobile Recycling Law

Small Electrical and Electronic Equipment Recycling Law

Enacted in 2001, this law promotes the transition of Japan from a mass consumption/mass disposal society to a recycling-based society.



What is the 3R Initiative?

3R

points to the formation of a recycling-based society that supports both the environment and the economy.



Reduce
Reuse
Recycle

Reduce waste to be disposed to a minimum.

Reuse things as much as possible.

Recycle materials and thermal energy from things that can no longer be used.

Every October is "3R" Promotion Month!

"Waste Not" Responsibility

Taking responsibility is fundamental to the Basic Law for Establishing a Recycling-based Society. Whenever a person generates waste to be disposed, their first responsibility is 3R compliance. Some examples of 3R in the office are...

- Stop wasteful printing (Reduce)
- Use the back of old/error printouts as notepaper (Reuse)
- Properly separate trash to facilitate recycling (Recycle)

Under the 3R ordinances of each ward, all businesses are required to minimize waste generation, promote reuse/recycling as much as possible, and reduce the volume of generated waste. With your cooperation and the support of all our tenants and employees, let's build a "Waste Not, Want Not" society.

3 Missions of Mori Building

Safety & Security

Environment & Greening

Culture & Art



Through our “Vertical Garden City” approach to urban redevelopment, Mori Building contributes to the coexistence of Nature and the City, a city with low carbon footprint, promotion of resource recycling and the eventual realization of a Sustainable Society.

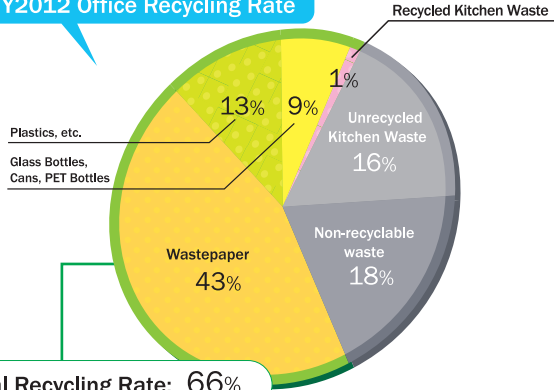


Recycling everything from kitchen waste to tile carpet and wastepaper, Mori Building is proactively tackling ways to maximize recycling.

Future Recycling Targets

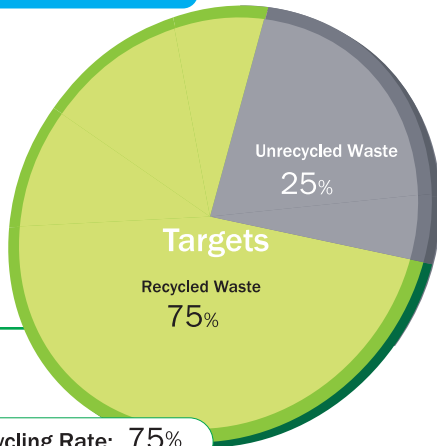
100% of the wastepaper that is separated and collected from our recyclable wastepaper bins by Mori Building is recycled. However, it is a fact that there are still recyclable resources mixed in with non-recyclable waste. By promoting more accurate separation of office waste and the recycling of food waste from restaurants and other food service businesses in the Hills, we aim to significantly raise our total recycling rate.

FY2012 Office Recycling Rate



Total Recycling Rate: 66% (Office Waste)

Office Recycling Targets

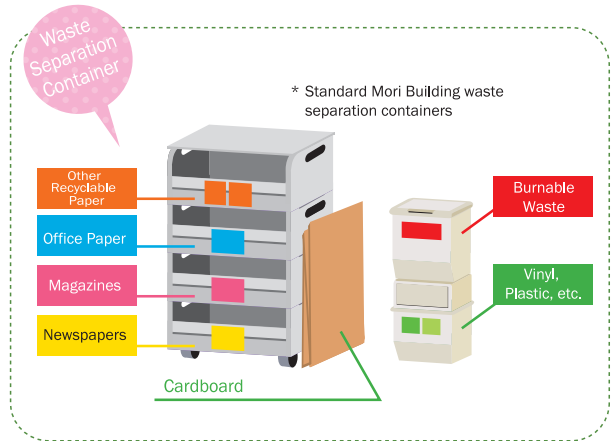


Total Recycling Rate: 75% (Office Waste)

Our Target: Total Increase of 9%!

New Waste Separation Containers & Collection System

In order to promote wastepaper recycling in the office, we are making a step-by-step transition to new waste separation containers and a new collection system.



If everyone used only his or her own personal wastebasket, it would be easier to dispose of all trash in one place, but it would make proper waste separation and recycling practically impossible. Good recycling begins with reducing the amount of waste you produce and then properly separating what you throw away. In order to encourage proper waste separation in the workplace, we do not, in principle, collect waste from personal wastebaskets.

Waste Separation

Office

For a 4-tier box



Other Recyclable Paper

Paper bags/ paper snack containers/ wrapping paper/ envelopes (including those with "windows" and adhesive)/postcards thermal paper (receipts, faxes, etc.)/empty cigarette packs/ carbonless paper/ calendars/shredded paper waste/other recyclable paper waste/For more information, please see "Q&A".



Paper Cups/Paper Packs

Make sure the carton is completely empty. (Please consume the contents entirely or dispose of it in the pantry sink.)

* If your office generates a large amount of used paper cups, please prepare a separate waste collection bin exclusively for used paper cups.



Office Paper

You do not need to remove staples from documents, but please remove paper clips. Paper to be recycled can be shredded or rolled up.

Photo copier paper (white only)/printer paper (white only)/white paper used for color photocopies.



Magazines

Magazines/flyers/pamphlets/color paper/catalogs.



News-papers

Sort trash into each level of the 4-tier box.



* Waste that does not fit in the bins should be clearly labeled and placed next to the 4-tier box.

Around the 4-tier box



Fluorescent Lamp

* Please label "breakable".



Cardboard

Place them on or next to the 4-tier box.



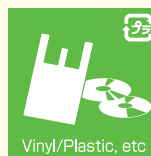
Depicted collection boxes are shown for illustrative purposes only. Actual collection boxes may differ in appearance and size.

For a 2-tier box



Burnable Waste

Used tissues/soiled paper/disposable chopsticks/ cloth products/wood chips, shavings, scraps/cut flowers, etc.



Vinyl/Plastic, etc.

Vinyl/plastic/candy bags/straws/styrene foam, etc.

* Please do not place "bento" containers in this bin. Please use the special waste bin.



Used Batteries/Metals/Other

Used batteries/ metal stationery products such as paper clips/ glass/ceramics/rubber products, etc.

* Direct placement of used cutter blades, glass or ceramics, and other breakable or sharp-edged waste in this bin is dangerous. Please wrap in paper and label "Contains XXX" or "Warning: Fragile".

*Burnable Waste in the top tier. Vinyl/Plastic, etc. and Used Batteries/ Metals/Other in the bottom tier.



What do they become after recycling?

- Other Recyclable Paper → Tissue paper/toilet paper
- Office Paper → PPC paper/magazines/toilet paper
- Magazines → Paper boxes/magazines/toilet paper
- Newspapers → Newspapers/magazines/paper boxes
- Cardboard → Cardboard
- Fluorescent Lamps → Fluorescent lamps/glass products
- Vinyl/Plastic, etc. → Material recycling (plastic)
Chemical recycling (natural gas, oils, etc.)
Thermal recycling (thermal energy)
- Used Batteries/Metals/Other → Metal products, etc.

Waste Separation

Office Pantry, etc.



Bottles

Bottles



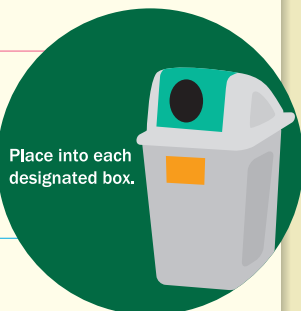
Cans

Cans



P.E.T. Bottles

P.E.T. Bottles



Place into each designated box.

* Please entirely consume the contents or dispose in the pantry sink.



Vinyl/Plastic, etc

Vinyl/Plastic Waste

Plastic "bento" lunchbox containers, vinyl/plastic products/candy bags, wrappers/straws/styrene foam, etc.

* Please dispose of uneaten food in the "Food Waste" bin.



Metal, etc

Used Batteries/Metal/Other

Used batteries/metal stationery products such as paper clips/glass/ceramics/rubber products, etc.

* Direct placement of used cutter blades, glass or ceramics, and other breakable or sharp-edged waste in this bin is dangerous. Please wrap in paper and label "Contains XXX" or "Warning: Fragile".



Place into each designated box.

Depicted collection boxes are shown for illustrative purposes only. Actual collection boxes may differ in appearance and size.

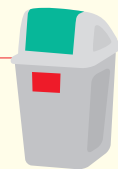


Burnable Waste

Burnable Waste

Used tissues/soiled paper/disposable chopsticks/cloth products/wood chips, shavings, scraps/cut flowers, etc.

* Please dispose of uneaten food in the "Food Waste" bin.



Food Waste

Food Waste

Leftover food/used tea leaves/coffee grinds



Cigarette Butt

Cigarette Butts



*For more information, please read the "Q&A".

What do they become after recycling?

Bottles	→	Glass products, roadbed
Cans	→	Aluminum/steel cans, steel products
P.E.T. Bottles	→	Plastic products, textile products



3R TIPS

TIP 1**Don't shred office paper when possible.
It's better for the environment!**

Concern about disclosure of personal information has led to the destruction of almost all office documents in the shredder. But such shredded wastepaper can only be recycled into toilet paper. Non-sensitive documents should be put in the recycle bin unshredded, enabling their recycling as office paper. Effective recycling of resources is a big step towards the dawn of a recycling-based society.

TIP 2**"Other Recyclable Paper" (Mori Building Glossary)**

Referred to as "Mixed Paper" by the paper industry, the term "Other Recyclable Paper" has been adopted as an easy-to-understand expression to facilitate wastepaper separation. For more information about "Other Recyclable Paper", please read the "Q&A".

TIP 3**We're Tackling Kitchen Waste Recycling!**

Japan's Food Recycling Law has set target food recycling rates to be achieved by food service businesses. Mori Building is tackling kitchen refuse recycling at many of our building properties and helping our food service tenants to reach these goals.

TIP 4**About used Battery Recycling**

Mori Building has been tackling the recycling of used batteries. Historically, the hazardous environmental impact of mercury batteries led to the banning of their domestic use in 1992. Today the Battery Association of Japan advocates the collection and recycling of all batteries from the comprehensive perspective of environmental impact, effective use of resources, economic factors and energy consumption.

TIP 5

(Plastic)



(Paper)

Marks Indicate Recycling Content.

Under the Packaging Recycling Law, manufacturers are required to display content ID marks to facilitate proper waste separation by consumers. However, in the case of packaging that includes multiple content such as plastic-coated paper, foil in cigarette packs, etc., the mark for the main content is displayed. (For example, packaging that is 70% plastic and 30% paper will display the Plastic mark, and vice versa.) Please remember that certain types of mixed content or coated paper that cannot be easily separated and cannot be recycled.

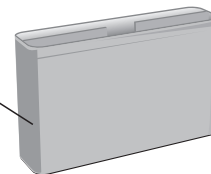
TIP 6**Achievement of 100% Recycling of Plastics!**

In FY2008, the Tokyo Metropolitan Government (TMG) launched an initiative that aimed at zero landfill disposal of plastic waste generated in the 23 wards. In FY2010, waste landfill sites managed by TMG phased out acceptance of plastic waste, and since FY2011, a system of collection and processing of plastic waste by private sector service providers has been established. Mori Building has contracted a service provider that can perform 100% recycling of various types of plastic waste. Today we are recycling all vinyl and plastic waste that has been separated for disposal in buildings under our management. Please do NOT place vinyl and plastic waste in the "Burnable Waste" bin! Even soiled plastic waste can be recycled.

TIP 7**Handy Personal Separation Box**

Instead of taking your personal wastebasket to the recycling bins and separating used tissues and small vinyl waste there, why not keep a personal separation box by your desk! It can save you the time and trouble.

Personal
Separation Box

**TIP 8****The Most Important Action to Take: REDUCE!**

On the road to a recycling-based society, the most important factor is working to reduce mass consumption and consequently mass waste. As your building management company, Mori Building contributes to the advancement of recycling by establishing recycling routes for our tenants, but the responsibility for waste reduction must be assumed by the tenant and each individual. We encourage you to "Think Waste Reduction!"

Q & A

Which bin is best?

Let's learn more about waste separation!

Q1 What is "Other Recyclable Paper"?

In detail, "Other Recyclable Paper" is...

- Tags/labels, memo paper, envelopes (including those with "windows" and adhesive), paper boxes (candy boxes, tissue boxes, gift boxes)
- Wrapping paper, kraft paper, paper bags, calendars, thermal paper (receipts, faxes, etc.), postcards, pressure seal postcards
- Shredded paper waste, photos, photosensitive paper (blueprints), "no carbon" paper, empty cigarette packs
- Towel paper (hand drying)
- Paper cups, paper cartons
- Other products made of paper



A

- * The above items in bold require special attention during separation. For more information, please carefully read the descriptions for handling these items.
- * Even wastepaper in one of the above categories cannot be recycled if it is soiled, mixed in with non-paper substances or wet. In such cases, please dispose of the item in the "Burnable Waste" bin.
- * Paper cartons (milk cartons and beverage cartons including aluminum foil-lined cartons, etc.) can also be recycled. (See Q3.)
- * With the exception of items described in "Burnable Waste" section, all other wastepaper can in principle be recycled. If you are unsure about the correct separation, please place the item in the "Other Recyclable Paper" bin.

Q2 What should I do with paper cups? Are they recyclable?

Paper cups can be recycled. Please dispose of them in the "Other Recyclable Paper" bin. Before disposal, please empty any undrunk liquid in the pantry sink. If your office generates a large amount of used paper cups, please prepare a separate waste collection bin exclusively for used paper cups.

A

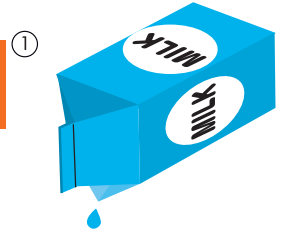


Q3 Can paper cartons (milk cartons, beverage cartons (including aluminum foil-lined cartons), etc.) be recycled?

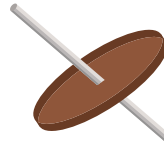
If you follow these guidelines, you can dispose of paper cartons in the "Other Recyclable Paper" bin for recycling.

A

1 Make sure the carton is completely empty. (Please consume the contents entirely or dispose of it in the pantry sink.)



2



Please dispose of straws, caps and other plastic utensils in the "Vinyl/Plastic, etc." bin.

3 Please fold up waste cartons and place in the proper collection bin.

3



- * If your office generates a large amount of used paper cups and/or cartons, please prepare a separate waste collection bin exclusively for their collection.

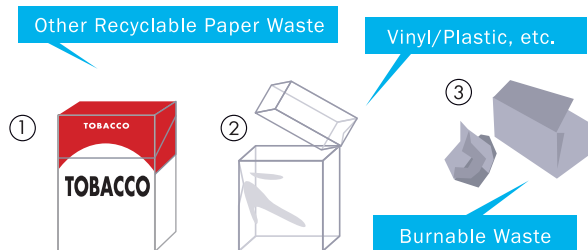
Q4 What about paper towel waste?

If the towel paper is only used for drying hands in the washrooms or toilets, and is not soiled with other materials, it can be recycled. Please prepare a separate waste collection bin exclusively for used towel paper to avoid mixing of other types of waste in the bin.

A

Q₅ How should I separate cigarette packs?

Empty cigarette packs are separated into 3 bins: 1) Pack/box in the "Other Recyclable Paper Waste" bin, 2) Plastic film in the "Vinyl/Plastic, etc." bin, and 3) Foil paper in the "Burnable Waste" bin.



Q₆ What are coated paper products?

Coated paper is paper that has had its surface coated with vinyl or other protective coating to improve durability and resistance to water. In order to determine whether paper is coated, please tear it obliquely and check if a separate vinyl film exists. Coated paper products cannot be recycled. Please dispose of them in the "Burnable Waste" bin.



Q₇ How should I separate laminated cards?

Because it is difficult to remove the paper card from the laminated pouch, laminated cards should be placed in the "Burnable Waste" bin (the same bin used for "coated paper products".)



Q₈ Is it necessary to separate caps and shrinkwrap labels from PET bottles for recycling?

Please place the PET Bottle intact with cap and label in the "PET Bottle" bin. An intermediary processing plant will crush and wash PET bottles and use sink-float and wind separation techniques to automatically separate content for proper recycling.



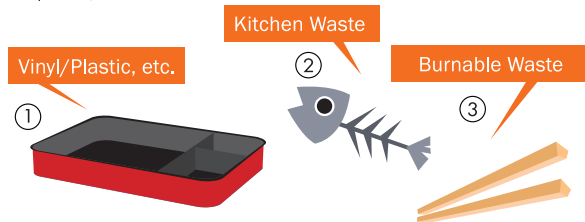
Q₉ Which bin should I use for metal waste (including batteries), glass, and porcelain items?

Please place all in the "Used Batteries, Metal, Other" bin. Recycling of this waste will be handled by an intermediary processing plant. Before disposal of batteries in the bin, please be sure to cover the plus and minus terminals with cellophane tape. Direct placement of used cutter blades, glass or ceramics, and other breakable or sharp-edged waste in this bin is dangerous. Please wrap in paper and label "Contains XXX" or "Warning: Fragile".



Q₁₀ How should I separate "bento" lunchbox containers?

"Bento" lunchbox containers are separated into 3 bins: 1) Plastic containers in the "Vinyl/Plastic, etc." bin, 2) Uneaten food in the "Kitchen Waste" bin, and 3) used paper containers, used disposable chopsticks, etc. in the "Burnable Waste" bin.



* Paper containers should be placed in the "Burnable Waste" bin.

Q₁₁ How should I dispose of the undrunk beverages or uneaten food?

Please pour out the remainder of the beverage into the sink in the pantry and dispose of food scraps in the "Food Waste" bin. Also please separate and dispose of empty "bento" containers, etc. in the proper waste bin. Throwing uneaten food away improperly with other waste will soil the waste disposal bin and other items in the bin, hindering proper waste processing.



Q₁₂ Who do I contact if I do not know how to properly dispose of a waste item and cannot find the answer in this handbook?

Please contact the disaster management center (building management office) or the company that provides cleaning service for your office.



Q¹³ How should I dispose of “sodai gomi” (large/oversized items for disposal)?

There is an extra charge for disposal of large/oversize garbage (generally defined as having at least one dimension measuring over 30cm.) For more information, please contact the disaster management center (building management office) or the company that provides cleaning service for your office.



Q¹⁴ How should I handle waste that does not fit in the bin?

If you have waste that does not fit in the bin, please do not leave it in the office or commons areas. Please clearly label the item as “Waste” and place it next to the waste disposal box.

(For the disposal of “sodai gomi” [large/oversized items], please refer to Q13.)



Q¹⁵ What are the dimensions of the waste separation box? (unit:mm)

4-tier box: 1,070 (H) x 510 (W) x 370 (D)

2-tier box: 893 (H) x 232 (W) x 368 (D)

* Size and design may be subject to change.

* Depending on the building in which your office is located, the separate box may differ in appearance and dimensions. For more information, please contact the disaster management center (building management office) of the concerned building.





“Waste Not, Want Not!” The Road to Sustainability

Since our first primitive ancestors walked the planet about 4.5 million years ago, our global population continued to climb until the 15th century when it stabilized between 200 and 400 million people.

However, the arrival of the Industrial Age about 250 years ago fueled rapid economic progress and ignited a population explosion. Today our global population has reached about 6.6 billion and is expected to exceed 9 billion by 2050.

Global warming, destruction of the ozone layer, acid rain, loss of biodiversity, disappearing rain forests, desertification, pollution of our oceans, trans-border movement of toxic waste, and pollution generated by developing nations... These are the big 9 environmental issues we face today, and the role that mankind’s rapid advances over the past two and half centuries have played in causing and aggravating these problems becomes clearer every day.

The United Nations Conference on the Human Environment in Stockholm in 1972 warned that our unabated population growth and industrial investment will exhaust our finite natural resources while environmental pollution will exceed nature’s capacity to heal itself, bringing a halt to mankind’s progress within a century. For the first time, the world was finally united in an effort to save our global environment.

Not long after that historic conference, the concept of “Sustainable Development” made its appearance on the global stage. It continues to be the focus of international conferences that bring together leaders in politics, business and science from around the world. But still the problems remain.

In just a few centuries, mankind has consumed irreplaceable resources that have taken our planet hundreds of millions of years to create.

We must break out of this cycle of increasing burdens on our planet, and the indispensable key is the formation of a truly sustainable “recycling-based” society.

The daily practice of proper waste separation and disposal is the first step to bequeathing a better world to the next generation.

