

Fire Safety

**Get your business recycling program off to a safe start.
Here are some rules and tips to help.**

Fire safety is an important part of every good recycling collection program. And the Oregon Uniform Fire Code has some specific rules regarding size and placement of collection containers for recyclable paper and plastics. It's important to know these before you launch your recycling program.

The Association of Oregon Recyclers worked closely with the Office of State Fire Marshal to produce rules that allow for safe, economical recycling programs. When it comes to safety, play by the rules, and you can't lose!

- Set up a regular recycling collection schedule with your collector or hauler. Storing large quantities of recyclable paper and plastic can increase your fire risk.
- Empty desktide and copy room containers before they overflow. Recycling doesn't have to be a messy business.
- While smoking is not permitted on school premises, violations do occur. Post "No Smoking" signs wherever you store your recyclable paper and plastics.
- Locate your recycling collection containers away from exits, hallways and handicapped accesses. Containers in these areas can be hazardous if a fire breaks out.
- Locate your recycling collection containers away from stairwells. It's never a good idea to store anything that may burn or produce fumes under or in a stairway.
- Keep your recycling collection containers away from furnaces and other heat sources. If it might burn, don't set it next to or on something hot! Just common sense, really!
- Think about safety as well as cost when you buy recycling collection containers. Refer to the list on the back of this sheet for containers that the Office of State Fire Marshal accepts for specific types and sizes of rooms.

**The Office of State Fire Marshal
accepts the following recycling containers for paper recycling.**

Paper

Location	Size & Quantity	Type of container
Deskside (in any size room)	15 gallons or less (may be two 9"x12"x6" containers)	Fiber or polyethylene barrel Cardboard box Polypropylene bag and rack
Small room (500 sq. ft. or less)	Not more than three 15-gallon containers	Fiber or polyethylene barrel Cardboard box Polypropylene bag and rack
Medium room (501 – 1000 sq. ft.)	Not more than three 55-gallon containers	Fiber or polyethylene barrel Polypropylene bag and rack
Large room (More than 1000 sq. ft.)	Not more than three 55-gallon containers for every 75 ft. of travel	Metal container Fiber or polyethylene barrel
Central collection and storage	None specified	Metal container Fiber barrel Polyethylene barrel

Outside storage is preferred, but central collection and storage may be done inside buildings in rooms with one-hour construction, fire doors and a sprinkler system. Call your local fire marshal if you are uncertain if the room you are considering qualifies for central storage.

Exceptions:

In Group I and Group SR, Division 1, Division 2, Division 3.1 and Division 4 occupancies, containers used for short-term storage of recyclable paper shall not exceed 15-gallon capacity. Central collection and storage must be outside, at least 5 ft. from the building. Loading docks are often used in these cases. This exception applies to hospitals and residential care facilities with more than 5 residents.

Plastics

In addition to the rules on the front of this flyer, plastics currently have some special requirements:

- When kept inside a building, they must be stored in metal containers with lids.
- No size or quantity is specified in the fire code due to the nature of the plastic containers themselves.
- Central collection and storage outside the building is recommended.
- If plastics are stored inside, then storage areas must have 1-hour construction and rated openings or an automatic sprinkler system.

If you have questions regarding your individual plastics recycling program, we recommend that you work with your local fire marshal.

This information was compiled in cooperation with the Office of State Fire Marshal. For additional fire safety information, contact your local fire marshal.