

## Contact Information

### Location

Rhode Island Resource Recovery

65 Shun Pike, Johnston, Rhode Island

### General Recycling Information

401-942-1430 x775 • www.rirrc.org

### Other Educational Resources

Resource Recovery's Recycling Department offers many options for Rhode Islanders to learn more about how they can contribute to responsible solid waste management. As the Corporation's mission is to be environmentally conscientious and fiscally responsible in managing the state's solid wastes, it is important to gain the support of all residents and businesses. Education is key in meeting this goal. Therefore, Resource Recovery offers the following additional educational resources at no charge:

- Tours of the Central Landfill and the Materials Recycling Facility (401-942-1430 x124)
- MaxMan visit to schools (k-5) for a 30-minute presentation (401-942-1430 x124)
- Educational materials for use in classrooms or at home
- MaxMan Interactive CD with virtual tour of landfill and recycling facilities
- MaxMan and Pamela Watts Video on residential maximum recycling program
- Informational brochures on what is recyclable, composting, and household hazardous waste
- Web site (rirrc.org) with information on solid waste management programs



RHODE ISLAND  
RESOURCE RECOVERY  
CORPORATION

#### Recycling Department

65 Shun Pike, Johnston, RI 02919

Phone: 401-942-1430 x775  
www.rirrc.org

The Rhode Island Resource Recovery Corporation (RIRRC) is a non-profit, quasi-public agency that was created by the General Assembly in 1974 to serve the solid waste management needs of the state. RIRRC is dedicated to reducing reliance on landfilling through resource conservation programs such as waste reduction, recycling and composting.

♻️ Printed on recycled paper, of course.  
7/02



## Are You in Control of Your Mail?

### How to stop unwanted mail



RHODE ISLAND  
RESOURCE RECOVERY  
CORPORATION

## Over 2,000,000 tons of advertising mail winds up in the trash every year.

Americans receive more than four million tons – or 60 billion pieces – of advertising mail each year. Most of it is never read and goes right into the trash bin.

### Why worry?

It may seem insurmountable, but every little bit helps. Make some changes for the better and encourage your family and friends to do the same. Imagine, you'll:

- Spend less time dealing with unwanted mail.
- Reduce trash and clutter.
- Save trees and other resources used to make and deliver the extra mail.
- Prevent pollution caused by papermaking.

The first step in recycling is actually making smarter choices that reduce the amount of waste we produce in the first place. Mail is one of the largest producers of unnecessary solid waste, and also one of the easiest to curtail simply by being proactive.



## We can cut down on the amount of unwanted mail we receive. Here are some easy and effective steps to take:

### Step 1

Contact the following companies. Ask them to add your name and address to the list of consumers who don't want to receive unwanted direct

mail. This will cut down on most of the unsolicited direct mail you receive, but won't interfere with the mail you want. Most responsible direct mailers take advantage of this.

Mail Preference Service  
c/o Direct Marketing Association  
P.O. Box 9008  
Farmingdale, NY 11735-9008  
Or visit [www.dmaconsumers.org](http://www.dmaconsumers.org)

MetroMail Corporation  
901 West Bond  
Lincoln, NE 68521  
1-800-426-8901

When you contact the listed companies, be sure to provide them with all the variations of your name under which you've received mail, including initials, misspellings, titles, etc. It may take you a few months to notice the difference in the amount of mail you receive. Be patient.

### Step 2

You can take a more active role in determining how often you receive the mail you do want. Some responsible companies now offer the option of receiving their mailings quarterly, bi-annually, or even just once a year!

You can:

- Email them from "contact area" of the company web site
- Call their toll-free number or
- Write to them (use the form letter on the inside of this brochure if you like) to express your preference.

### Step 3

Inform all companies or charitable organizations with whom you do business that you do not want them to rent or exchange your name with other businesses.

### Step 4

Every time you receive mail that you don't want, take a minute to email them, call their toll-free number, or drop a copy of the form letter (shown at right) in the mail informing the senders that you want your name deleted from their mailing list.

### Step 5

The Direct Marketing Association won't affect local direct-mail solicitations. Call your local businesses directly to remove your name from their lists.

## How long does it take?

You should see dramatic reductions within three to six months. At first, it may take some effort to cut the tide of materials flooding your mailbox. But soon, you'll find yourself receiving very little mail and only having to call or write companies once in a while.

**Print down this form letter from our website ([www.rirrc.org/site/downloads/unwanted.asp](http://www.rirrc.org/site/downloads/unwanted.asp)) or photo copy letter (right) and send it to direct mail companies to cut down on your unwanted mail. Check off all the boxes that apply.**



## Holiday greeting cards

Holiday greeting cards can be reused by cutting off the picture side, and using them as postcards or gift cards.

St. Jude's Ranch for Children also reuses the cards for fundraising. Send the picture side to them at National Headquarters, 100 St. Jude's Street, Boulder City, NV 89005.

Cards that can't be reused can be recycled with your mixed paper in your green recycling bin.

Dear Direct Mailer:

Like many American consumers, I am becoming increasingly concerned about the growing volume of catalogs and other direct-mail promotions that arrive at my mailbox every day. Please help me eliminate unwanted mailings by honoring the request(s) that I have checked below.

- 1. I am receiving duplicate mailings from you. Attached are copies of the mailing labels. Please retain the information on the one marked with the word "correct" and delete the rest.
- 2. I still wish to receive your catalog but ask that you not rent my name to other direct-mail companies.
- 3. Please mail me no more than one catalog per season.
- 4. Please remove my name from your mailing list.
- 5. Please add my name to your suppression file, and run that file against your prospect lists so that you don't mail to me in the future.

I hope you agree with me that it makes no sense from a business, a public relations, or an environmental point of view to send your mailings to people who don't want them. Please help me, and other consumers, reduce the flow of direct-mail promotions into our mailboxes.

Thank you for your time and attention.

(Attach the mailing label from your unwanted mail here)

## Packaging peanuts got you in a panic?

Reuse foam packing peanuts yourself, or call 1-800-828-2214 for locations of collection centers nearest to drop-off used peanuts. These pack-and-ship businesses will reuse them in their mailings.