



Starting a Business Recycling Program

A **NewellRubbermaid** Company

How to start a business recycle program

Top Management Support

Management support is critical for the success of a recycle program. It must be demonstrated by showing how an effective recycle program can impact the bottom line, and help all employees understand the benefits. Use management support to:

- Implement company-wide recycling policies
- Allocate resources (Personnel and money)
- Assist with ongoing employee communication and program successes
- Plan kickoff event or other company-wide activities for the program

Choose a Coordinator

Look for someone who is enthusiastic about recycling and can communicate well with co-workers, custodial staff, and management about the program. The coordinator should be responsible for.

- Conducting a waste assessment.
- Evaluating which materials can be reduced or recycled
- Organizing the program
- Procuring equipment
- Negotiating contracts and working with service providers
- Contacting suppliers and staying current with recycled product prices
- Teaching employees how to recycle
- Ensuring recycleables are ready for pick-up
- Telling everyone in the business about program goals and successes

With a large organization, it is suggested to create a recycling team to work with the coordinator. The team should represent individuals from each department or division including maintenance, purchasing, personnel, food service, and customer service. Each member should have an interest in recycling, good communication skills and the authority to devote work time to the program.

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Conduct a waste assessment

The process of looking at what your business throws away and the costs associated with doing so is a critical step in developing your program. A waste assessment will determine the following.

- The quantity of waste your business generates
- The current disposal costs
- What your business throws away and could be potentially recycled
- The cost/benefit of your recycling program

Utilize a waste assessment form to gauge amount of waste and types and potential for recycle program.

Design your program

Determine what items can be used that reduce waste.

- Consumables vs durable goods
- Goods manufactured from recycled products
- Manufacturing waste and trimmings that can be returned to the manufacturing process and avoidance of manufacturing overruns

Materials to collect

- Paper products, glass bottles, plastic bottles, aluminum and steel cans.
- Determine if material can be eliminated or reduced through a change in operation, or reused by your company or someone else.
- Collect just a few recyclables at first. As customers and employees make recycling a habit, new materials can be phased in.
- It is recommended to do a pilot program to work out any kinks before expanding the program company-wide

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Collection

- Are locations already recycling?
- Who is their recycle hauler?
- What suggestions do they have based on their experiences?
- Can you consolidate your efforts and reduce collection costs?

Choose a recycle hauler

- Recycle haulers offer different services and collect a variety of recyclable materials. Decide which materials your company will recycle and check with several haulers about their services and business practices

Collection containers

Consider the following when deciding what type of collection container to use at your business.

- Styles, capacity, and consistency
- Placement is important to achieve success. Place in areas where recyclables and waste are generated. Near copiers, printers, fax machines, soda, and vending machines, desks, garages, bars, housekeeper carts, etc..
- Signage above all recycling containers will reduce contamination and demonstrate the Organizations commitment
- Transport and storage of Recyclables to docks or pick up rom waste hauler. Most rates are best when there streams of recycle items are seperated, and picked up in one location outside building.

Implement your program

- Implement company-wide recycling policies
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Sustain your program

After a program is started you will want to ensure its continued success. Let management know how the program is improving the bottom. Company and public recognition will keep everyone motivated and enthusiastic.

- Track your success
- Keep everyone informed of success
- Get recognition for the recycling efforts through publishing results and efforts

This information was taken from several websites and printings of starting a recycle program for business.

WakeGOV.com
B Corporation.net
Ehow.com
Earth911.com
Rcpworksmarter.com

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