

## How to Set Up a Recycling Program at your Work Place

Recycling needs to be part of your company culture, and the best way to achieve this mindset is to form a grass roots program. **RecycleSpot.org** recommends forming a “green team,” a group of employees interested in recycling and helping to set up your recycling program. The key to a successful recycling program is to make it as easy as possible for your company to reduce, reuse, recycle, and buy recycled products.

1. Join the EPA’s WasteWise program ([www.epa.gov/wastewise](http://www.epa.gov/wastewise))

2. Identify Waste and Recyclables: Conduct an audit

Identify the types of waste that your facility produces:

- Review processing records (purchasing/supply invoices, equipment service contracts, etc.)
- Conduct a walk-through of your facility
- Interview key personnel and conduct a survey: Understand your employees’ needs and recycling requirements.

Recyclables		Waste	
	Newspapers		Medical waste/Hazardous waste
	Office paper		Paper contaminated by food (e.g., pizza boxes and paper plates)
	Magazines		Styrofoam containers
	Cardboard boxes		Food scraps
	Glass bottles and jars		Clothing
	Plastic bottles		Plastic packaging materials
	Aluminum cans		
	Milk and juice cartons		
	Cardboard and paper packing materials		
	Toner and inkjet cartridges		

Identify your facility’s peak waste generation periods and determine if there is overflow that could result in the misuse of recycling containers.

	Sunday		Thursday
	Monday		Friday
	Tuesday		Saturday
	Wednesday		

	Sunday		Thursday
	Monday		Friday
	Tuesday		Saturday
	Wednesday		

### 3. Develop a Convenient Collection System

Locate central collection areas for recyclables
Determine number, type, and capacity of recycling collection containers
Determine staff requirements
Make sure you have visible signage and labels
Prevent contamination <ul style="list-style-type: none"><li>• Label recycling containers with a list of acceptable items</li><li>• Provide nearby waste containers</li></ul>

### 4. Contract for Collection and Marketing Your Recyclables

Negotiate a collection contract with a service provider or Self-haul to the County Recycling Center. Enter your zip code at <a href="http://earth911.org">earth911.org</a> for links to recycling, electronics disposal, hazardous waste disposal, and exchange programs
---

### 5. Promote Your Program

Develop recycling messages and plan to send reminders at least twice a year.
Line up top management support
Line up staff support
Line up volunteer support

### 6. Evaluate Your Program

Monitor participation and contamination
Calculate your waste diversion rate The diversion rate is the total amount of materials recycled over the total amount of materials generated at the facility.
Compare your waste diversion rate to that of other facilities in the U.S.