

## 10 Tips to Setting Up A Successful Recycling Program:

- 1) Select a Recycling Coordinator
  - a. Set one person to lead and others to help
- 2) Determine Volume of Waste Generated
  - a. Visual Waste Audit
    - i. Work with your Janitorial Staff
      1. Collect material over a certain time frame (at least 2 days)
    - ii. Weigh the Waste
      1. Helps determine the % of waste that's recyclable or compostable
      2. Helps determine the volume generated
- 3) Identify what items to collect
  - a. Speak with your waste hauler
    - i. Review your contract to see what they collect
    - ii. Determine if you have Single Stream or Multi-Stream Recycling
      1. What's the difference?
        - a. Single stream allows all acceptable recyclable materials to be collected in one container.
        - b. Multi-Stream requires you to separate out your recyclable materials at the source (i.e. your office / store)
      2. Are there any programs available that allow you to return materials for funds?
- 4) Involve your Janitorial Team
  - a. Can assist in implementing a more effective program
  - b. They are more aware of what is generated in the building as a whole
- 5) Determine Placement
  - a. Most populated areas
    - i. Communal Areas
    - ii. Lunchrooms / Cafeterias
    - iii. Meeting Rooms
  - b. How does the traffic flow in the building?
- 6) Centralized Recycling
  - a. Have a Main Collection area
- 7) Encourage office/desk containers
  - a. Dispose of at the Main Collection / Centralized areas
- 8) Utilize Graphic Images
  - a. By using visual aids, as well as text, it helps deter contamination
- 9) Go Forth and Recycle!
  - a. Communicate with your staff and inform them of the goals
    - i. Ensure they know where the Containers are located
    - ii. Be specific on what items are collected
      1. Posters
      2. Fliers
      3. E-mail blasts

iii. Make it an office competition!

1. See who generates the most recycling a month.
2. Announce winners monthly

10) Look for ways to improve

- a. As new items are added or removed from waste stream – update your text and graphics
- b. Identify items that are being thrown away in trash that can be recycled.