

Establishing a Recycling Program

Recycling can be a cost-effective and a sustainable solution to waste generation in any business setting. Use these steps as a reference guide during the beginning stages of research. Establishing a recycling program will take some initial planning and teamwork, but once established, maintaining a recycling program is made easy by conducting quarterly, monthly or yearly recycling trainings for all employees. If you have any questions, please reach out to the Zero Waste team.

Initial Steps to Implementing a Recycling Program:



Step 1. Identify Stakeholders

- Speak with your facility manager to determine if you have a contract with your trash hauler
- Make sure the entire team and custodial staff are on board before you move forward
- Obtain management support to move forward with creating a proposal

Step 2. Research your Waste Infrastructure

- Analyze and record the types of waste that is generated by your business
- Find space to house a recycling container where a recycling truck has easy access to it
- Determine whether the container will be housed in the parking lot, alley, or loading dock of your business

Step 3. Cost-Benefit Analysis

- Start with your current landfill hauler, and see what recycling services they offer
- If your current landfill hauler offers recycling services, compare their rates to other recycle haulers
- Determine what types of recyclables are accepted by the haulers and compare that to the waste generated at your business to determine which hauler is the most robust, cost-effective fit for your business

Step 4. Adjust Landfill Pick-up Frequency to Offset Recycling Costs

- Determine whether you can remove one of your current outdoor landfill containers to substitute with a recycling container
- Look at decreasing the frequency of landfill pick-ups, or switching to on-call pick-up

Step 5. Implementation (if possible with budget)

- Make sure *all* interior landfill bins, on *all* floors, are paired with recycle bins
- Use blue or clear bags in *all* interior recycle bins to help custodial staff identify the recycling from the trash
- Conduct monthly, quarterly, or yearly recycling trainings to make sure everyone on your team is participating in your recycling program