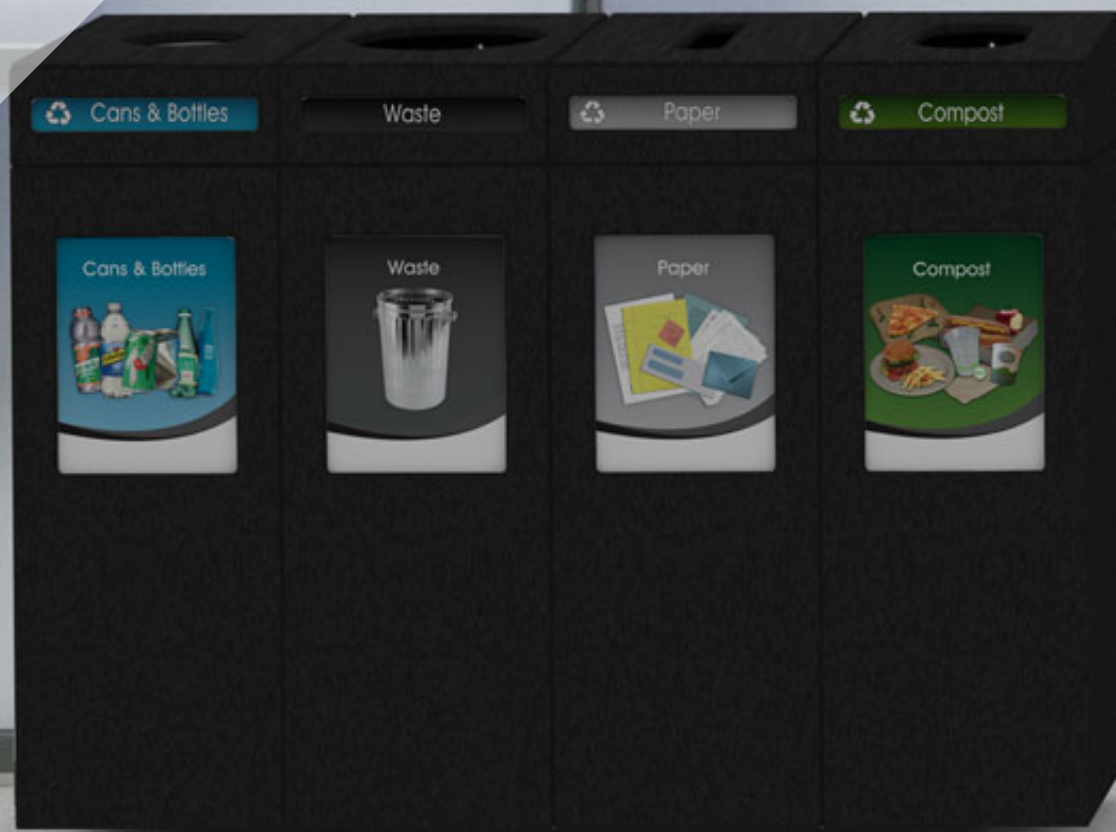


HOW TO START A RECYCLING PROGRAM



Why Start a Recycling Program?

Recycling is an excellent way to have a positive impact on your environment and community. It can divert unnecessary trash away from landfills and can save your facility resources and money!

People everywhere are ramping up their efforts to go green and participate in sustainable practices.

Keep reading if you are looking to start a recycling program that can offer opportunities to minimize the waste going to landfills and to improve your facility's waste diversion rate!

DID YOU KNOW:

In America 50% of the 254 millions tons of trash thrown away is recyclable!



Step 1:

Conduct a Waste Audit

It is important to know what kind of waste is being generated by your facility before you determine which recyclables you should collect.

A waste audit will provide you with a **snapshot** of what your facility's current waste management situation looks like. It will help you **discover** the volume and the type of waste that is currently being generated by your facility, and will allow you to **identify** certain opportunities for improvement.

To conduct a waste audit:

1. Gather people across your organization that can represent different perspectives. It is recommended to have someone from your **Finance and Health and Safety teams** if possible. It is also **essential** that you have members of your **custodial team** involved in the waste audit.
2. Have the custodial staff collect waste on **3 days of the week: Monday, Tuesday, and Thursday**, as well as have them label what day and where the waste was collected.
3. Once all of the waste from that week has been collected, together as a team *identify* the waste that is being discarded and what opportunities you would like to see implemented to improve your situation.



Step 2:

Contact Your Waste Hauler

The second step is to determine **how** your waste will be removed from your facility. Ask your current waste hauler what recycling opportunities might be available and whether they can collect things such as recyclables and organics.

If your current waste hauler is unable to support your desired recycling program, contact other local collectors and investigate your community's recycling services.

Often communities have numerous opportunities available that could suit your facility's recycling program needs.

What Should You be Asking Your Waste Hauler?

- *What streams does the waste hauler collect?*
 - *Do your recyclables need to be separated beforehand or does the waste hauler have a Materials Recovery Facility (MRF) that can separate the recyclable material?*
- *What is the acceptable level of contamination in the recycling stream?*
 - *Will the waste hauler come to collect waste from your bins when you contact them that the bin is full, or do they come to collect on a regular schedule whether the bin is full or not?*
- *Where do they recyclables go after they have been picked up and processed?*



Step 3:

Set Waste Reduction Goals

The next step is to use the information collected from the waste audit and to **set waste diversion goals** for your facility.

TIP:

It's easy to get carried away with trying to recycle as many things as possible, but it is recommended to first start small and solidify the foundation of your recycling program.

Once the start of your program is working effectively and you've built some momentum, then you can build upon your success and expand the program to your liking.



Case Study



The Langley Events Centre (LEC) worked with CleanRiver to implement a high performing recycling program that:

- **Cut their waste hauling costs by 50%**
- **Increased their waste diversion rate to 50%**
- **Reduced their landfill waste by 63%**

***WAY TO GO
Langley Events Centre!***

**This
Could
be
You!**



Step 4: Choose Your Bin

To optimize your recycling program, often different bins are used depending on the area in your facility. ***The key is to select bins that will suit the environment that they are placed in.***

FOR EXAMPLE:

You would likely place a much smaller slim bin with minimal streams in the hallways, as opposed to larger bins for waste collection in cafeterias.



TIP:

It is recommended to use 3-5 images per stream

Selecting the Right Graphics:

Clear graphics and signage are a critical component of success for starting a recycling program. They help people make the right choice when choosing what stream to place their waste in.

The signage can be located directly on the bin or located above the wall- anywhere that someone can easily see it as they approach the bin.

It is also helpful to keep the colors of your signage **consistent** with your facility and within your region or city. This will enable people to become more familiar with the recycling program and allow them to know exactly how to sort their waste.

Step 5:

Communicate With Your Team

It is important to communicate the start of your recycling program to all members of your facility.

Educating the members of your facility can prevent the contamination of recyclables and ensure that the bins are being used correctly. Once the program is starting to build momentum, you can place more focus on the message you want to put out to the members of your facility.

Be sure to emphasize why it is important to participate and the benefits that can be attained through recycling programs!

TIP:

Educate them on what can be recycled, where the bins are located in your facility, and why it is important to participate!

TIP:

The most effective way to guarantee success is to get support from top management and from leaders who will support your efforts and help get the rest of the facility aligned with your goals.



Step 6:

Analyze, Adjust, and Celebrate!

Continue to audit your recycling program as you roll it out in order to determine any challenges that may be occurring and what adjustments can be made for the improvement of your program.

From there, tweak the program as you go in order to make your facility's waste collection more efficient.

Last of all, **communicate** the progress of your program to all members within your facility and **celebrate** the success of starting your own recycling program!

Have any questions?

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