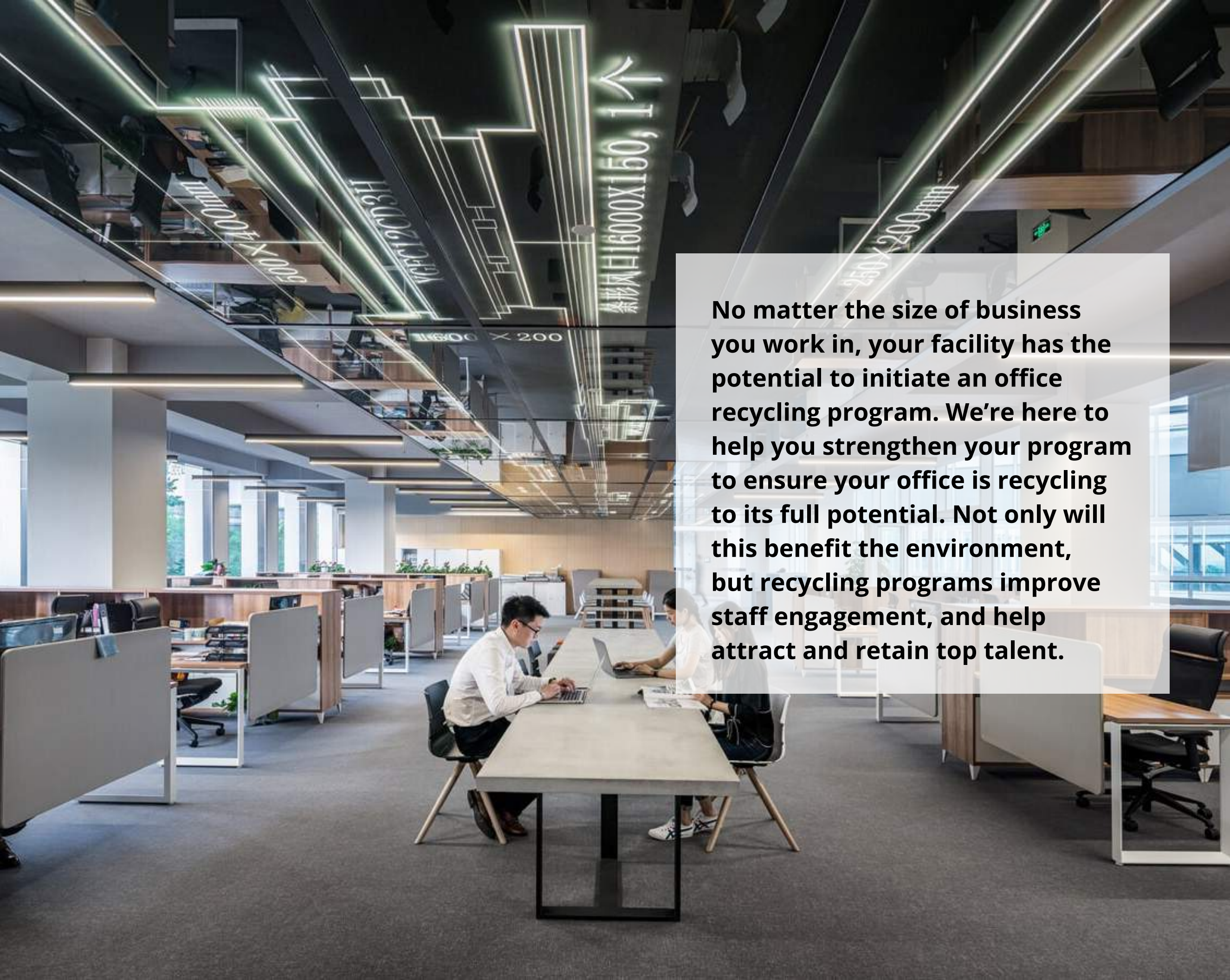


# OFFICE

## RECYCLING PROGRAMS







**No matter the size of business you work in, your facility has the potential to initiate an office recycling program. We're here to help you strengthen your program to ensure your office is recycling to its full potential. Not only will this benefit the environment, but recycling programs improve staff engagement, and help attract and retain top talent.**



A photograph of an office hallway with a grey carpet and white cubicle walls. In the center, there is a blue recycling bin with four compartments labeled 'E-WASTE', 'ELECTRONICS', 'BATTERIES', and 'WASTE'. To the right of the bin is a large potted plant. The ceiling has fluorescent lights and air vents. A green circle in the top right corner contains the text 'Step 1'.

# Step 1

## Conduct a Waste Audit

The first step to increase collection, is to determine which items are being thrown in the trash that can be recycled. This is determined by conducting a waste audit. A waste audit can be conducted by your office's Green Team, who can then relay the information gathered to your waste hauler.

There are plenty of items your office can be diverting from landfills, including: e-waste that can be re-purposed, light bulbs, batteries, printer cartridges, aluminum cans and newspapers.



## Step 2

### Determine the Traffic Flow

Optimal bin placement will significantly affect whether people use the new bins effectively. Determine the traffic flow in your office and the most likely areas for waste generation, for example, meeting rooms, communal areas and lunchrooms.

Make sure to involve your custodial team with the decision making process to ensure participation and involvement.



**Top Front Loader**



The background image shows a modern office space with large windows and a central recycling bin unit. The bin unit is grey and has four compartments labeled 'Paper', 'Compost', 'Cans & Bottles', and 'Waste'. The office has a polished floor and a large window looking out onto a green landscape with palm trees.

The Toronto Transit Commission (TTC) achieved a 70% diversion rate across their office locations by implementing centralized recycling.

## Step 3

### Centralized Recycling Bins

CleanRiver recommends offices invest in centralized recycling bins versus personal garbage and recycling bins. With a centralized recycling program, it becomes the employee's responsibility to dispose their waste in high-traffic areas, where the bins are located. When each person sorts their own waste, they become more aware of what they are throwing out. This can help reduce contamination. A centralized recycling program can also significantly reduce facilities cleaning cost.



## Step 4

### Reduce Amount of Waste Coming Into the Facility

At the end of the day, you are in control of what enters your facility. Encourage vendors to bring in items that are recyclable or compostable. This in turn, will divert more waste from landfills.

Another way to reduce waste is by promoting litter-less lunches. It's important to bring in reusable containers versus packaging that is thrown away after one use.

A University of Toronto study discovered that including facility-specific waste images increased their diversion rate by 164%.





A modern office interior with glass walls and a white table. A blue recycling bin is visible in the foreground. The bin has two compartments: one for 'BOTTLES & CANS' and another for 'MIXED PAPER'. The office has a clean, professional look with a white ceiling and recessed lighting.

## Step 5

### Measure and Report

By conducting regular waste audits and finding more opportunities to divert waste from landfills, you are able to continuously improve your office recycling program. Post goals and results behind recycling bins to encourage employees to continue the progress being made. Remember to regularly communicate with employees to maintain engagement.

### Other ideas to try out:

- Go paperless
- Reuse old office supplies by trading
- Reusable mugs and water bottles
- Collect organics



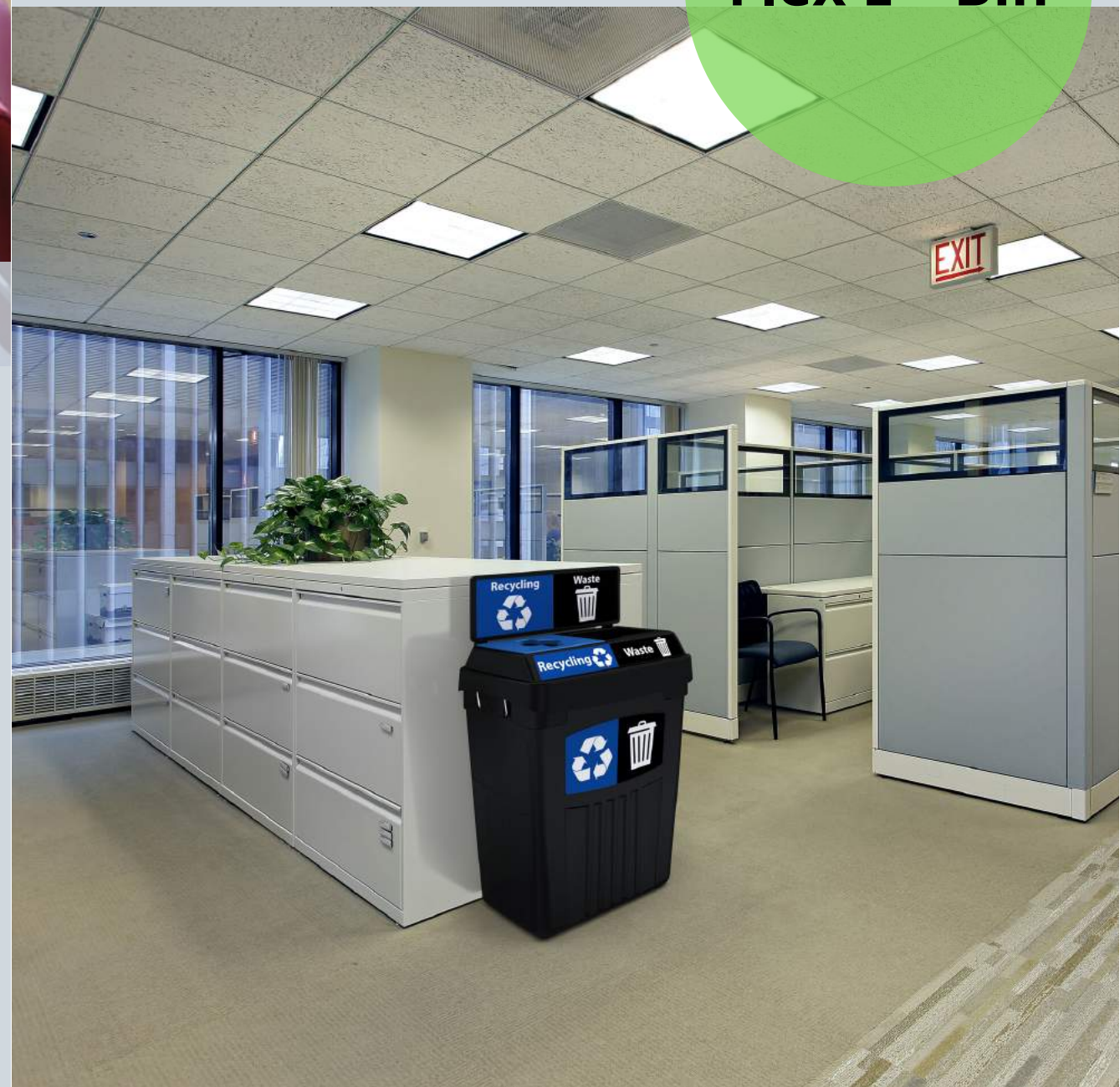


## Transition® TIM

The most flexible option for your office! With the ability to collect one to eight streams in one container. The front door allows for quick and easy servicing, while the backboard graphics increase the effectiveness of your recycling program. Six different capacities to fit your needs throughout the office while keeping a consistent program look.

Collect up to 3 streams in one container! This transition technology allows you to add or remove streams in a snap with no tools required. That way your bin can easily change if your program does.

## Flex E™ Bin







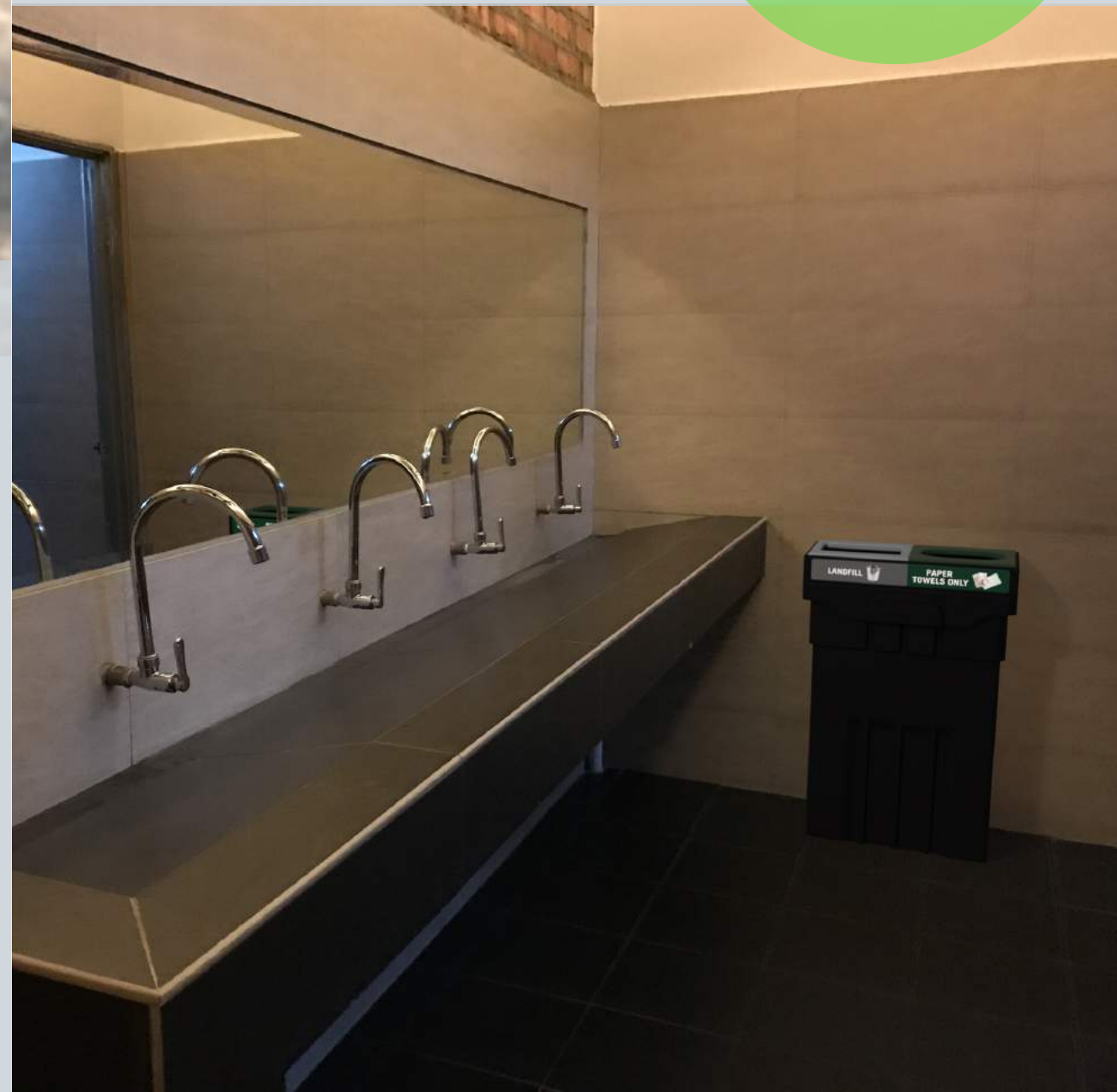
## Excel Dome Top

CleanRiver recommends the Excel Dome Top for entrances to office buildings and courtyard areas. The Excel Dome Top is a sturdy, reliable option that is designed with a curved roof that shelters the interior from rain and snow. A variety of capacities and streams are available with your choice of colours and openings, to be tailored to your recycling program.

Ideal for restrooms with the flexibility to change your capacity with adjustable dividers. Available with a backboard or island style lid.

**TIP:** Add a stream for paper towel collection to avoid contamination.

**Transition®  
TPM 22**







## Case Study: Graybar

Another solution to reduce office waste, is to introduce Mini Bins into your office. Graybar did exactly that! Roughly 550 Mini Bins were placed on employees' desks and this allowed individuals to recycle at their desk and carry Mini Bin contents to a central trash bin. This solution has reduced trash pickup by half, and increased the waste diversion rate from 15% to 65%. Graybar is so pleased with the Mini Bin solution that they have decided to initiate the program into their third office facility.

Centralized recycling programs generate a sense of culture and awareness because employees notice what they are throwing out and this can significantly reduce facilities costs.