



Developing a Recycling Program For Your Business

1. Identify an enthusiastic point person within your business to coordinate, distribute, and implement the recycling plan. Choose somebody who will make a commitment to creating and implementing the recycling policy all the way through and get all others on board.

Developing a Recycling Policy Will:

- *Provide Cost Containment*
- *Help the Environment*
- *Create Business Opportunities*
- *Support Team Building*

2. Make a list of waste reductions goals:
 - Convert a certain number of waste bins to recycling bins;
 - Challenge co-workers to recycle a certain percentage of discarded material;
 - Educate cleaning staff about changes and how to handle recycling;
 - Set up a timeline for the program to take effect;
 - Offer an incentive for employees and reward them if they stick to the timeline.
3. Perform an internal waste audit:
 - Look at what materials you are currently disposing of and in what quantities (an estimate based on visual inspection of waste baskets is a good start);
 - Concentrate on high volume items, such as office paper, and high value items, such as toner cartridges;
 - Look at overall operation and determine where the waste is being generated and if this material can be:
 - **Reduced** – for example, making 2-sided copies;
 - **Reused** – for example, reusing packaging material;
 - **Recycled** – for example, recycling pop cans and plastic bottles;
 - Place collection containers where recyclables are discarded. The easier it is to recycle, the higher the participation rate. Start by placing recycling bins near waste baskets.

4. Allocate space on property to be used for collecting recyclable materials generated throughout your business. Designate locations that are easy to access and highly visible.
5. Pick a recycling company that is easy to work with and willing to work with you to make your recycling program a success. Your recycling company should provide educational outreach, convenient service, and a return on your recycling efforts. If you are in the City of Buffalo, start by calling 851-4890 to see if free recycling is available through the City.

Local Recycling Companies include:

- *Modern Recycling: 754-8226,*
- *Olmsted Shredding and Recycling: 882-1025*
- *Waste Management: 626-1700*
- *Republic Services: 614-3333*
- *Cascades Recovery: 681-1560*

6. Determine number and size of recycling containers needed for your business, how often containers will be emptied, and who will empty them.
 - Call your recycling company and ask how often they collect recycling –every week, every other week, once a month, etc.
 - Take a look at the amount of recycling you currently collect and, after completing the internal waste audit, determine the size and quantity of recycling containers you may need, and whether a recycling dumpster is needed.
 - Recycling containers should look distinctly different from the wastebaskets; clearly label both recycling containers and wastebaskets.
 - Decide who will empty the recycling containers and how often. This may be a task for an employee or for your cleaning service, which would need to be notified.
7. Provide educational documents to all co-workers about new recycling program, including a list of acceptable items and location of recycling containers. Post the new policy and list of acceptable items by all designated recycling areas and public spaces. Send the recycling policy to all co-workers via email or intranet.
8. Monitor and evaluate the new recycling program and report success to employees and customers. Measure the amount of recycling your company does before implementation and after implementation to determine success.
9. For more information or assistance, please contact the Buffalo Recycling Alliance, 852-4191, ext. 117, buffalorecyclingalliance@gmail.com, or visit www.facebook/recyclingalliance and www.ppgbuffalo.org.