



BUSINESS RECYCLING WORKSHEET

STEP 1: SELECT A RECYCLING COORDINATOR

- Ideally, the recycling coordinator will be a creative person with good communication and organizational skills.
- Initial time investment and forethought when launching the recycling program will save significant time and problems down the road.
- The recycling coordinator's role typically includes conducting a waste audit, selecting/consulting the hauler(s), designing the collection system, educating employees, encouraging participation, and tracking progress and results.

List potential recycling coordinators for your business _____

STEP 2: CONDUCT A WASTE AUDIT

- A **waste audit** is an analysis of your facility's waste stream. It can identify what types of recyclable materials and waste your facility generates and how much of each category is recovered for recycling or discarded.
- Conducting a waste audit will allow you to see what recyclable materials are being thrown away and what types of collection services are needed (glass, cardboard, special materials, mixed recycling, etc).
- The depth of the audit will be based on what you already know about your waste and what data is available online for your type of business.
- A thorough waste audit requires a large enough space to separate the materials, a waste audit form to write down the numbers as you go, a scale, containers in which to separate the materials (you will want to know the volume of the containers so that you can calculate the volume of the materials), and appropriate Personal Protection Equipment (PPE) for sorting through the waste.
- A quick waste audit can be done without the scale by using volume estimates from the containers.
- There are resources available to assist in conducting a waste audit if needed.

STEP 3: DECIDE WHAT TO RECYCLE

- In an optimal arrangement, 85% of waste should be recycled, leaving 15% or less for the landfill; however this may not always be immediately practicable.
- You can target and match available recycling services with the waste you produce. Some valuable materials, like cardboard, might be able to be serviced with no added cost or with a kickback.
- Here is an example of targeting and matching waste materials with available services: a small auto repair shop would generate a lot of metals and used oil, but only a small amount of office paper. Although the paper is recyclable, targeting the metals and used oil makes more sense if the cost of the paper collection service is too great for the amount produced.

List some of the recyclable materials that your business generates:

STEP 4: SELECT A HAULER (AND/OR CONTACT YOUR CURRENT HAULER)

- Haulers must be a Salt Lake City authorized hauler or must become authorized with the City. Haulers can learn more at www.slccgreen.com/waste-haulers
- View the list of authorized haulers at www.slccgreen.com/authorized-haulers
- Have your waste audit results and numbers on-hand, as well as your list of targeted materials, to find the best hauler and collection service to fit your needs.
- Be prepared to compare costs and benefits across the board (i.e. using one hauler for both waste and recycling vs separate haulers; or using your current hauler vs a different one, etc.)

Who is your current waste hauler? _____

What companies provide the recycling services that fit your business' needs?

STEP 5: DESIGN THE COLLECTION SYSTEM

- The key to designing a collection system is to make it almost* as simple and easy to recycle as it is to throw items away. (*To reduce contamination you may want to make it just slightly more difficult – like having to take 1 or 2 extra steps.)
- Have distinct, well-labeled, recycling containers placed in strategic and convenient locations.
- Integrate recycling collection with existing disposal systems.
- Distribute the responsibilities between staff as needed.

STEP 6: PROMOTE EMPLOYEE & CUSTOMER PARTICIPATION

- Start with a program announcement. This is important so the whole company understands the new procedures.
- Have an employee meeting or educational session to highlight the main points of the recycling program, explain the separation and collection procedures, and emphasize the benefits.
- Educate new employees upon arrival, perhaps as part of the orientation program.

Think of some ways participation can be promoted with employees or customers in your business:

Think of potential obstacles to participation and ways they could be addressed at the start:

STEP 7: FOLLOW-UP

- Consistency is fundamental to a successful recycling program.
- Monitoring the results is just as important as the implementation of your program.
- Visually checking your containers is a good first step to see if the plan is working or if any adjustments need to be made.
- You can also conduct a more thorough waste and recycling audit if needed.
- Additional follow-ups could be as simple as periodic checks to verify what is going in the containers, paired with reminders via email or during regularly scheduled meetings, or as in-depth as a tracking form that gets filled out.

How long after implementation of the recycling program would you like to do your first check or audit?

At what interval do you think will be most beneficial to periodically check on containers?

Other ideas for follow up?
