



RECYCLE OFTEN.
RECYCLE RIGHT.™

SETTING UP Workplace Recycling



- 1 Form a Recycling Team**

Enlist a group of employees interested in recycling and waste prevention to set up and monitor collection systems to ensure ongoing success. This is a great team-building exercise and can positively impact employee morale as well as the environment.
- 2 Determine materials to recycle**

Customize your recycling program based on your business. Consider performing a waste audit or take inventory of the kinds of materials in your trash & recycling.

Commonly recycled business items:

Single-Stream Recycling

 - Aluminum & tin cans; plastic & glass bottles
 - Office paper, newspaper, cardboard
 - Magazines, catalogs, file folders, shredded paper
- 3 Contact your facility or property manager**

Find out if recycling services are already in place. If not, ask the facility or property manager to set them up. Point out that in today's environment, employees expect to recycle at work and that recycling can potentially reduce costs. If recycling is currently provided, check with the manager to make sure good recycling education materials are available to all employees. This will help employees to recycle right, improve the quality of recyclable materials, and increase recycling participation.
- 4 Coordinate training with the janitorial crew and/or staff**

Work station recycling containers – Provide durable work station recycling containers or re-use existing containers like copy paper boxes. Make recycling available at each work station.

Click: [Get-Started-Recycling-w_glass](#) or [Get-Started-Recycling-without-glass](#) to print recycling container labels. Label your trash containers as well: [Get-Started-Trash-with-food waste](#) or [Get-Started-Trash -no-food waste](#).

Central area containers – Evaluate the type and size of containers for common areas like conference rooms, hallways, reception areas, and cafes, based on volume, location, and usage. Locate large recycling containers next to paper-generating machines and in break rooms. Be sure to put a garbage container next to each recycling container and clearly label to avoid contamination in your recycling.

Collection Schedule – Discuss a regular recycling collection schedule and determine who will pick up recycling from the containers. It may be staff, janitorial crew or a combination.

Communicate collection logistics to your entire staff and janitorial crew.

Staff Recycling Training – make sure to train janitorial staff on what is and what is not recyclable. Quality is critical and non-acceptable materials should not be collected to avoid potential additional charges.
- 5 Educate and motivate staff and employees**

 - Distribute guidelines to all employees and janitorial staff and post updates on bulletin boards and/or your intranet site.
 - Visit www.RORR.com to download more free recycling education.
 - Post guidelines near every recycling container for easy reference.
 - Plan an attention-getting kick-off or “rejuvenate” event.
 - Send a memo from management encouraging participation and remind staff of what is acceptable in the recycling and what is not.
 - Distribute guidelines and containers.
 - Set aside time for questions and answers.
 - Schedule orientation sessions for individual departments.
- 6 Maintain and expand your recycling efforts**

 - Have your recycling team meet regularly to evaluate your recycling program's progress. Be sure to emphasize the importance of recycling right and the quality of recycling materials right from the start. Reinforce that message on an ongoing basis.
 - Address other green issues such as waste prevention, energy consumption and alternative transportation.
 - Encourage and remind staff with periodic recycling tips and updates, always focusing on the quality of recycling materials.
 - Train new employees about the recycling program, and add recycling information to new employee onboarding materials and training.
 - Identify a recycling point person to handle tasks such as answering staff questions, managing the recycling team and program oversight.
 - Include your recycling efforts in all intra-company materials to build awareness and participation. Leverage your company intranet to send out fun email reminders to recycle right.

Let's get back to the basics of recycling.

Remember these three rules each time you recycle:

- 1 Recycle all empty plastic bottles, cans, paper and cardboard.
- 2 Keep Food and liquids out of the recycling.
- 3 Empty recyclables directly into your cart - NO bagged recyclables.

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Always recycle:



Plastic Bottles & Containers



Food & Beverage Cans



Paper



Food & Beverage Cartons



Flattened Cardboard
& Paperboard

Do NOT include in your mixed recycling cart:



NO Food Waste
(Compost instead!)



**NO Foam Cups
& Containers**
(Check Earth911.org for
options)



**NO Loose Plastic Bags
& Film**
(Find a recycling site at
plasticfilmrecycling.org)



**NO Glass Bo
& Containe**



NO Needles
(Keep medical waste out of
recycling. Place in safe disposal
containers like Waste Management's
MedWaste Tracker® box.)

To Learn More Visit:
RecycleOftenRecycleRight.com

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recycling education program was developed based upon national
consult your local municipality for their acceptable materials and
local programs, which may differ slightly.



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Glass Bottles & Containers

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(Compost instead!)



NO Foam Cups & Containers
(Check Earth911.org for options)



NO Loose Plastic Bags & Film
(Find a recycling site at
plasticfilmrecycling.org)



NO Needles
(Keep medical waste out of
recycling. Place in safe disposal
containers like Waste Management's
MedWaste Tracker® box.)

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