

# WORKPLACE RECYCLING: A GUIDE TO GETTING STARTED

Starting a recycling program at work is a great way to boost sustainability and cut costs. Unlike home recycling, each workplace, from banks to hospitals to restaurants, generates very different materials.

Understanding these differences is key to setting up an effective recycling program tailored to your company's needs.

## (1) Get Management On Board

**To guarantee the success of your program, secure support from management.**

Highlight the benefits and feasibility of recycling for your company:

- Potential savings by avoiding trash fees (consult your hauler for options).
- Enhancement of public image and corporate sustainability.
- Boosting employee morale by encouraging the 'do the right thing' mindset.

## (2) Identify Recyclable Items

**Identify materials that can be recycled in your company's waste stream.**

- Walk through your facility and observe where and how materials are being generated.
- Common single stream items include paper, cardboard, cans and bottles, but don't overlook the more unique items like packing material, specialty paper or plastics, pallets, electronics and other office equipment that could be recycled separately.
- If you find materials that aren't recyclable, try to find ways to prevent them from being generated in the first place!

## (3) Set Up Recycling Service

**Create a collection process that works best for your company's unique needs.**

- Based on the materials you've identified to recycle, find a waste hauler that offers options for collection.
- You can also check with BINfluencer to find where you can bring items directly.



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## (4) Decide Where to Place Bins

**Decide what option works best for your employees, custodial staff, and any contractual or union agreements.**

- Place recycling containers wherever materials are generated (next to copiers and printers or in break rooms), with a 1:1 ratio of trash and recycling bins next to each other.
- Clearly label the containers to avoid any confusion.
- Involve your custodial team to decide how materials will be moved out of the facility for pickup by your hauler; Some methods require custodians to collect garbage and recyclables around the facility, others involve employees taking recyclables to a centralized location. Determine what works best for your organization.

## (5) Educate & Motivate Your Team!

### **Educate:**

- Send out a kick-off memo to educate all employees about your new recycling program.
- Include guidelines in your employee orientation.
- Make sure the custodial staff is in the loop.

### **Motivate:**

- Monitor the program and highlight positive results to let employees know about program successes and build momentum among upper management.
- Your hauler can provide volume reports to help quantify the success of the program.
- Make it relatable by calculating the amount of resources saved, pollution prevented, or dollars saved for the company: For every ton of paper your company recycles, 17 trees are saved!
- Use motivational posters, progress reports, and incentives to reward behavior.
- Reminders about the program should be sent out periodically to maintain participation.



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**Millennium offers free onsite Waste Assessments to help you build the right recycling platform for your business.**

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