

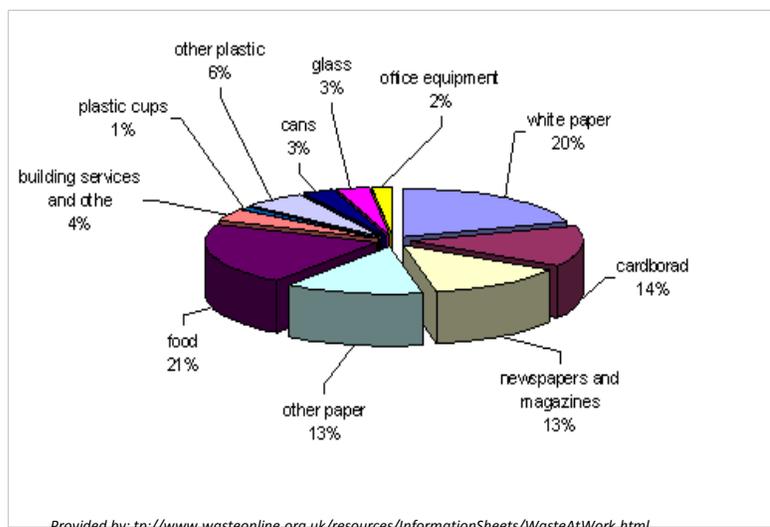
## Steps to setup a successful office recycling program:

### Step One: Facility Recycling/Waste Audits

- Identify all points at which waste is generated
- Identify the origin of each type of waste
- Monitor the waste to identify its quantity and type, and its environmental effects
- Establish methods of measuring the waste for monitoring purposes
- Identify the costs of the current disposal methods, including treatment, handling, storage and transport.
- Identify any wastes which are hazardous and consider how they can be separated from the main waste stream, or replaced with a non-hazardous product.
- Look at opportunities to reduce, recycle or re-use the waste
- Set targets for reducing waste
- Carefully select your recycler (things to keep in mind)
  1. Will they assist with or provide a complete waste audit at your facility (free of charge)?
  2. Do they have an experienced staff that can provide knowledgeable, hands on advice regarding recycling programs?
  3. Will they assist with training in the form of advice, feedback, signs, and informational materials?
  4. Do they provide both monthly and yearly recycling reports to help you track and monitor your recycling?
  5. How easy are they to work with and can they help to customize a program to fit your needs?
  6. Do they provide monthly and yearly recycling reports to track your program that are easy to read and understand?

*Remember that although recycling may cost money to establish (to pay for the recycling containers), an affective program will save money in the long run. If you reduce your waste through recycling, you can reduce your waste disposal costs. Considering how much paper is thrown out in most office buildings, diverting paper through recycling can add up to a huge cost reduction*

*If you're not recycling your office "garbage" typically consists of the following:*



*A majority of this "garbage" that you pay to dispose of is fully recyclable and may even be eligible for rebates.*

### Step Two: Implementation

- Introduce the program with emails and posters to create awareness.
- Conduct a quick meeting with the staff to highlight the benefits of recycling which allows them to understand the significant difference recycling makes and the role they play.
- During the staff meeting address any questions, confusion, or concerns to be sure the program gets off to a good start.
- Make it easy for your co-workers to make green choices. Place recycling bins in high traffic areas and label them clearly.
- Post signs on or near the bins to reiterate what can and cannot be recycled in them.
- From the very start directly involve your janitorial crew. Their cooperation is critical to making your program successful and cost effective. Collaborate with them on bin options, placement, and collection details.
  1. Since the majority of the trash in offices consists of recyclable paper many offices convert what had been a "trash basket" under each desk to a recycling bin, used only for collecting recyclables.
  2. Provide a centralized "trash bin" in the office area and lunch area.
  3. Determine who will be responsible for collecting the waste and recyclables in your building.

4. Think about your buildings storage capacity and waste volume before speaking with a recycling provider and determining the best pickup service for you. Recycling service providers should provide dumpster, totes, or containers for storing recyclables prior to pickup.
5. Keep in mind the workflow of the custodial staff as they will bring the recyclables to the pickup location.
6. Work with custodial staff to implement a plan that will not increase the time required for collection or labor expenses (i.e.: planning pickup of garbage and recycling on different days or creating a dolly that contains both a recycling container and a garbage container that the cleaning staff can pull behind them and collect both items simultaneously).

### Step Three: Encouraging participation

- **Healthy competition**  
Sometimes getting people to move fast can be as simple as telling them they're in a race. Start an office, department, or company-wide competition.
- **Rewards**  
Generate enthusiasm by motivating your employees with rewards paid for with a portion of the funds redeemed.
- **Lead by example**  
Designate a "recycling coordinator" to oversee the program and help motivate others.
- **Promote your program**  
With the help of the recycling reports and your recycling provider you can provide press releases or other media updates to show the green attitude your company has adopted and your impact.

### Step Four: Monitoring Results

- Keep it fresh to keep them engaged which will allow continued growth and improvement in the program (don't let it get stale). Periodically update staff on the program and highlight statistics which show the impact your recycling program has on our environment (for example: if a ton of paper save 17 trees and your office recycled 6,000 pounds you've saved 51 trees).
- Review the monthly garbage and recycling reports to create a money savings analysis to inspire those involved

# DID YOU KNOW?

*In the US today only 50% of office paper is recovered for recycling.*

*Recyclable paper products make up approximately 40% of trash in America.*

*Office paper as a raw material is vital for producing high quality recycled paper.*

*Recycling paper instead of making it from new material generates 74 percent less air pollution and uses 50 percent less water.*

*Recycling one ton of paper saves: 17 trees, 6,953 gallons of water, 463 gallons of oil, 3.06 cubic feet of landfill space, 4,077 kilowatt hours of energy, provides 5 times the jobs versus using virgin wood pulp, and prevents 587 pounds of air pollution.*



**CRI**  
Cougle's Recycling, Inc.

1000 South 4th St., Hamburg, PA 19526  
(p) 610.562.8336 (f) 610.562.8381  
[www.couglesrecycling.com](http://www.couglesrecycling.com)