

How to Set Up a Recycling Program for Businesses

- 1) Perform a waste/recycling audit to determine what type of waste can be discarded and the type of materials that can be recycled.

The results of the audit will determine the appropriate recycling program.

- 2) After the type of recycling program is established, involve the custodial personnel in the program. Make them feel a part of the team and impress upon them that their responsibilities are a key element to a successful recycling program.
- 3) Place well-marked recycling containers in the work place. This is a crucial element of the Program.
- 4) If a significant amount of your waste is (corrugated) cardboard, and you instead recycle it, your business can significantly reduce its trash bill. In efforts to reduce volume and to make storage easier, flatten and bale the cardboard.
- 5) Prepare a written, brief document to inform all employees about proper recycling procedures.
- 6) Follow up to ensure the adherence to the procedures; educate employees, as necessary.
- 7) Contact and discuss your recycling needs with your waste Hauler to include the determination of the proper size of containers for trash and recycling. Keep in mind that reducing your waste, due to increased recycling, may downsize your trash container. Coordinate collection of recyclables with regular trash collection.
- 8) *Monitor your trash-recycling needs.* Recycling can significantly reduce the number of times that your trash needs to be collected, and also, can reduce, even further, the size of your trash container(s), creating room for recycling container(s).

If you have questions regarding this document, please contact Recycling via e-mail at recycling@upperdarby.org or by phone at 610-734-7713 or 610-734-7627.