

HOW TO HAVE AN EFFECTIVE BUSINESS RECYCLING PROGRAM

A Guide for Getting Started



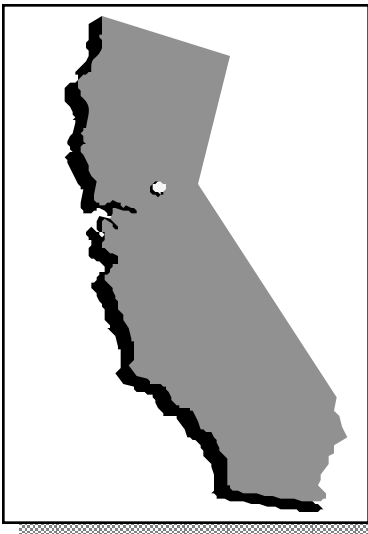
A Sacramento Regional
Solid Waste Authority Program

TABLE OF CONTENTS

OVERVIEW	2
WHAT TO RECYCLE	3
ORGANIZATION	4
EDUCATION	10
IMPLEMENTATION	12
GLOSSARY	13
BUSINESS RESOURCES	14
ABOUT US.....	15



OVERVIEW



If your business is located in the SWA Region (City of Sacramento and Unincorporated Sacramento County), and **subscribes to garbage service of 4 cubic yards or greater per week**, you are required to have a recycling program.

You can choose to self-haul your materials to a recycling center, or enter into a written service agreement with a Franchised Waste Hauler or Authorized Recycler to have your materials picked up on site. *(For a list of haulers and recyclers please refer to the Business Recycling Ordinance Information Booklet, or visit www.sacramentoswa.com).*

Whichever method you choose, be sure to keep a record of your service agreement or self-haul form on-site.

This guide explains what materials need to be recycled, and offers some tips on how to get a recycling program started, or improve an existing one.

There are 3 major components to a successful recycling program:

- (1) ORGANIZATION
- (2) EDUCATION
- (3) IMPLEMENTATION

Please read the following pages for step-by-step tips for use at your business.

WHAT TO RECYCLE

The following materials are designated for recycling in the Business Recycling Program:

Aluminum and steel containers

- Empty aluminum cans and beverage containers
- Empty steel and aerosol cans

Glass bottles and containers

- All colors of empty glass food and beverage containers

Plastics

- All empty plastic food and beverage containers # 1- 7

Paper

All clean and dry paper, whole or shredded, including:

- Newspaper
- Junk mail
- Paper milk/juice/egg cartons
- Cardboard
- Phone books
- Magazines
- Computer paper
- Catalogs

Other

- Scrap metal
- Wood pallets

ORGANIZATION

1. Choose your Recycling Method

There are many different types of collection services available for your recycling program. You can choose to self-haul your recyclables to a recycling center, contract with your Franchised Waste Hauler, or select from the many different types of Authorized Recyclers. The list on the right gives some examples. Be sure to shop around for the best price and program that works for you. A good place to start is the Yellow Pages (look up Recycling Centers). Once you have made your selection, keep a copy of the written service agreement with your hauler (or self-haul form) on file at your business.



Types of Services:

- **Franchised Waste Haulers** offer pick-up service and transportation of recyclables to a private processing facility. Check with your current waste hauler to see what type of recycling program they offer.
- **Authorized Recyclers** offer a variety of recycling programs that may suit your particular need. There are several types to choose from.
- **Business Records Destruction Companies** can ensure that your confidential documents are handled appropriately to maintain security.
- **Waste Paper Dealers** are well suited for companies that generate large quantities of office paper or corrugated cardboard containers.
- **Specialty Recycling Firms** also pick up recyclables, often in smaller quantities.
- **Scrap Dealers** pick up a wide range of materials, including waste paper, scrap metals, etc.
- **Self Haul** your recyclables with your own vehicle to a recycling facility.

Money-Saving Tip:

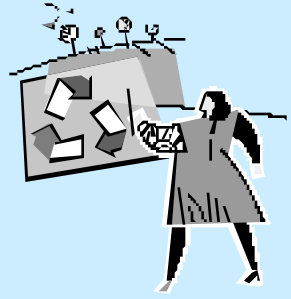


RENEGOTIATE YOUR WASTE DISPOSAL CONTRACT

Now that you are recycling and generating less garbage, renegotiate your waste hauling contract! Ask for a smaller garbage container (so you're not paying for unused space) or for pick-up only once a week. You may be able to reduce your garbage bill.

2. Identify a Recycling Coordinator

Just as with any other program in an organization, an effective recycling program needs leadership. Depending on the size of your business, the coordinator may spend anywhere from a day to a couple of weeks getting a recycling program off the ground. After the program has started, the coordinator should need only a few hours each month to oversee the program. Most companies appoint a recycling coordinator to be in charge of the following:



- organizing the collection system
- getting employees involved
- tracking the progress of the program
- maintaining recycling documents
- keeping garbage out of recycling containers
- encouraging employee participation

3. Arrange for Collection

The next step in starting recycling in your workplace is to identify a recycling service company who will pick up your recyclables and transport them to markets for further processing. Some companies will pick up your recyclables at no charge. Some will pay you for the recyclables. Some may charge a pickup fee. The best way to find out what services are available is to call.

Here are some important questions to ask the franchised hauler or authorized recycler if you are considering having your materials hauled off.

- ▶ *What types of recyclables do you collect?*
- ▶ *What is the minimum amount required for a pickup?*
- ▶ *Do you provide "scheduled" or "on call" pickups?*
- ▶ *Will you pay for our waste paper or other recyclables?*
- ▶ *What is the allowable level of contamination?*
- ▶ *Will you pick up from within our offices or only from a loading dock?*
- ▶ *How long is the contract for?*
- ▶ *Do you provide monthly reports on the amount of recyclables collected?*
- ▶ *What services can you provide in helping us set up a program?*



ORGANIZATION, CONTINUED

4. Set up Collection and Pick-up Area

The Collection Area

The collection area is where you will be adding recyclables to the bin. Set up a recycling system to best meet your business needs. It should be as easy and convenient as possible for employees to use.

Recycling containers may be provided by your service provider. They can also be purchased from office supply stores, industrial supply catalogs or on the internet. There are many styles and price ranges to choose from, ranging from a simple cardboard box to heavy duty steel containers.

The most effective recycling programs have a recycling bin next to every garbage bin. This doesn't mean you have to go out and buy a bunch of new bins. You can convert some of your garbage bins to recycling bins. Just make sure that they are properly labeled to keep garbage out.



The Pick-Up Area

The pick-up area is where the recyclables go while they are waiting to be picked up by the service provider. Some recycling service companies will pick up recyclables directly from your collection areas within the office or restaurant on a pre-arranged schedule.

If your recycler picks up from a dumpster or bin outside, make sure you keep it locked to prevent scavenging and contamination from garbage. Ask your service provider if they can give you a lock. Ultimately, it will be your responsibility to keep your recyclables clean.

ORGANIZATION, CONTINUED

Collection Tips for...

...Cardboard

How you separate and handle cardboard containers will depend on the quantity of boxes you generate and the size of your organization. If you generate a small amount of cardboard you can flatten the boxes and put them in your mixed recyclables bin.



Businesses that generate large quantities of corrugated cardboard may find it worthwhile to invest in a baler, which makes storing and transporting the cardboard easier and more economical because it reduces the frequency of collection.

...Food and beverage containers (glass, plastic, aluminum and steel)

All food and beverage containers should be emptied before they are placed in recycling collection bins. Businesses that do not generate a large quantity of these containers should designate a central area for their collection. This could be an employee lounge, cafeteria or desk-side bins.

Food service establishments where customers bus their own tables need to have a recycling bin located in the dining area next to the garbage bin.



Businesses that generate a large quantity of beverage containers may want to cash in on the CRV, or California Redemption Value.

Buyback prices recently went up- for more information call 1-800-RECYCLE.

ORGANIZATION, CONTINUED

...Paper

The best places to collect paper are at desk-sides and copy rooms. Place a recycling bin next to each garbage bin in these areas.

Custodians may empty deskside containers or each employee may empty his or her own container into a larger central bin located in another part of the building.

This works best when used to consolidate paper in conjunction with other areas of high paper generation, such as the copy and mail rooms. This is also convenient for employees to add other recyclables, such as glass, plastics, cans, or newspapers.



ORGANIZATION, CONTINUED

5. Post Signs

Label the lids and sides of recycling containers with stickers notifying people what they can and cannot throw in the bin. Post signs above recycling containers in common areas, showing a simple picture of each type of recyclable allowed in the container. This can help minimize confusion and, therefore, reduce contamination.

A contaminant is anything that doesn't belong in the recycling container, such as garbage or broken glass. Containers with lids the shape of the commodity (i.e. a slit for paper and a small round hole for cans and bottles) will also help to keep garbage out. Double-check with your recycling service provider to make sure you are collecting the right materials.



Signs can be downloaded for free from our website.

www.sacramentoswa.com

Provide Written Instructions to anyone that will be handling the garbage or recyclables. This includes employees, custodians, and tenants. Some businesses, such as restaurants and self-serve copy centers, need to inform customers about the recycling program.



Employees

Educate *all* employees about the Recycling Program.

Continuous employee orientation and training is a requirement that cannot be overlooked. The smaller your business is, the easier this will be to accomplish.

To maximize employee participation, small, accessible recycling containers should be available for people to have by their desks. Recycling containers should be well marked, indicating which recyclables are accepted and warning people against disposing of garbage in those containers. These desk-side containers should be distributed with a flyer or brochures educating the employee about the building's recycling program, including information on what materials are recyclable and where they should go.



Think about the use of the space and traffic patterns in each location you decide to put a recycling container. Copy rooms will need larger paper bins. Kitchens are good places for bottle and can recycling bins. As a general rule of thumb, there should be a waste bin next to every recycling bin.



Custodians

Be sure to include your custodial operations staff in any of your recycling efforts. Without cooperation from the custodial staff, recycling won't be successful. Inform the custodians that they will be handling the same amount of materials, only now they will empty the regular garbage and the recyclable material into separate containers.

Distribute materials to custodial staff to help them implement the program. If possible, have the materials translated into the languages they speak, rather than printed in English only. Most recycling programs work best when integrated with existing custodial operations. Custodians can collect recyclables at the same time as they are collecting garbage, or they can alternate collection of waste and recyclables on different days.

Consult periodically with your custodial staff to get their input and feedback on the program. Their insight may help you make any needed changes to the program.

If you contract out your cleaning services, work with the contractor or site manager to set up a system that fits into the existing program. Many companies add the responsibility for picking up the recyclables into the custodial service contract when it is up for renewal.

Tenants

In large office buildings or complexes, flyers or electronic mail should be distributed to each employee or tenant, notifying them of the new recycling program.



Office meetings should be set up by the building or property manager to discuss the recycling program with tenants.

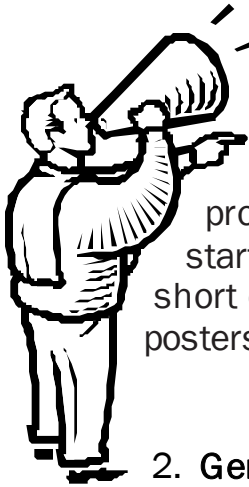
Customers



Informing your customers about your recycling program may be as simple as placing your properly labeled recycling bin next to the garbage bin.

It is also helpful to place a poster above the recycling bin in your customer area. You are responsible for recyclables being placed in the proper bin, so make sure your signage is visible and effective.

IMPLEMENTATION



1. Introduce the Program Establish an official "start date" for your program and let everyone know well beforehand that it is coming. Then kick-off the program with a little fanfare. A memo or flyer signed by the chief executive can highlight the benefits of the program and explain the separation and collection procedures. Prior to start-up week, many companies devote part of the weekly staff meeting to a short demonstration on how to recycle with the new system. Be sure to place posters near the recycling containers as a reminder for staff.

2. Generate Enthusiasm! Your recycling program will be successful if you positively reinforce your employees' new recycling habits.



Report back to them on how the program is going, using specific details:

- ▶ *List the quantity of recyclables collected by your company over a period of time.*
- ▶ *Provide information that tells employees the value of their recycling efforts.*
- ▶ *Let employees know if too much of the wrong types of recyclables are being mixed in.*
- ▶ *Remind them what is and what is not acceptable.*
- ▶ *Congratulate employees for a job well done.*

Once you have established your recycling program, it will practically run itself. Encourage employee and custodial feedback to improve the program. Periodic check-ups and quick corrections of any problems will ensure that the program runs smoothly and your company is recycling as much as possible.

GLOSSARY

Baler

A compactor used to compress recyclables or garbage. In some cases, balers can make materials like cardboard easier to collect and recycle.

BERC

The Business Environmental Resource Center is a one-stop, non-regulatory Permit Assistance Center to help Sacramento County Businesses understand and comply with federal, state, and local environmental regulations. They offer free and confidential environmental and non-environmental consultations to businesses in the Sacramento County Region.

Business

A business is any commercial entity for profit or non-profit, or non-residential property in the City of Sacramento or unincorporated portions of Sacramento County.

Co-mingled

Recyclables, all mixed together, such as plastic bottles with glass bottles and newspaper.

Contaminate

When a non-acceptable material such as garbage gets mixed in with recyclables.

EMD

Sacramento County Environmental Management Department

Recycling

The reprocessing of materials into new products. Recycling prevents useful material resources being wasted, reduces the consumption of raw materials and reduces energy usage.

Recyclables

Any material that can be recycled into new products such as glass bottles, paper and aluminum cans.

Source-separate

The method of separating recyclables from waste at the point of generation.

SWA

Sacramento Regional Solid Waste Authority

BUSINESS RESOURCES

Recycling

Sacramento Regional Solid Waste Authority..... (916) 875-7165
www.sacramentoswa.com

Dept. of Conservation Beverage Container Recycling..... 1-800-RECYCLE
<http://www.consrv.ca.gov/DOR/index.htm>

BERC- Business Environmental Resource Center..... (916) 649-0225
www.sacberc.org

California Integrated Waste Management Board..... (916) 341-6000
www.ciwmb.ca.gov/index/programs

County of Sacramento
<http://www.sacgreenteam.com/recycle/default.htm>

City of Sacramento
http://www.cityofsacramento.org/utilities/SolidWaste/waste_pages/commercial_recycling.html

Other Waste

Hazardous Waste Generator Program..... (916) 875-8550
www.emd.saccounty.net

Hazardous Waste Drop-off: County of Sacramento..... (916) 481-4316
City of Sacramento.....(916) 379-0500 x209

Illegal Dumping: County of Sacramento (916) 875-5656
City of Sacramento..... (916) 808-5948

Business Loan Assistance

<http://sacberc.org/Web/programs/rmdz/>

Business Reuse Advertise your surplus material free or look at available materials at:

California Materials Exchange (CALMAX).....1-877-520-9703

SacMAX

<http://www.ciwmb.ca.gov/calMAX/SacMax/>

Business Recognition

Sacramento Sustainable Business
<http://sacberc.org/Web/programs/ssbp/index.php>

Waste Reduction Awards Program
<http://www.ciwmb.ca.gov/wrap/>

Waste Reduction Resources

Close the loop-Buy recycled!
<http://www.ciwmb.ca.gov/rcp/>

Develop an environmental policy
<http://www.ciwmb.ca.gov/BizWaste/FactSheets/Policy.htm>

Reduce and reuse
<http://www.epa.gov/wastewise/>



ABOUT US

The Sacramento Regional Solid Waste Authority

The Sacramento Regional Solid Waste Authority (SWA) was formed in December 1992 to assume the responsibilities for the solid waste, recycling and disposal needs in the Sacramento area. Current members include the City of Citrus Heights, the City of Sacramento, and the unincorporated area of Sacramento County.

The SWA is an autonomous governmental organization, or Joint Powers Authority (JPA), funded by franchisee fees and governed by a Board of Directors consisting of elected officials from each of the two cities and the unincorporated area.

The SWA regulates commercial solid waste collection by franchised haulers through ordinances. SWA ordinances include the requirement that franchised haulers achieve a 30% recycling rate, to offer recycling services to multifamily dwelling units and to ensure that area businesses have a recycling program. For further information, please call (916) 875-7165 or visit our website www.sacramentoswa.com.

Environmental Management Department

The Environmental Management Department (EMD) was created as a consolidated, freestanding department in 1988 consistent with separate City and County advisory body recommendations to merge and augment environmental regulatory activities.

Other program elements include Environmental Health, Hazardous Materials and Water Protection.

EMD ensures compliance through education, inspection and enforcement activities. For further information, please call (916) 875-8550 or visit our website: www.emd.saccounty.net.

