

# BUSINESS RECYCLING CHECKLIST



A STEP-BY-STEP GUIDE FOR STARTING A RECYCLING PROGRAM AT YOUR PLACE OF WORK

## 1. ASSESS YOUR CURRENT SITUATION

Look at where your current trash containers are located, how many there are, and look at what is in them. Estimate how much of their contents are recyclable material, such as plastic, glass, metal, paper, and cardboard. Fill out the worksheet below to help you in step 2.

- # of indoor garbage containers\_\_\_\_\_
- # of lids on your outdoor garbage container\_\_\_\_\_
- % of recyclables found in garbage\_\_\_\_\_

## 2. DETERMINE OUTDOOR CONTAINER SIZE

Call us at 218-299-5448 and let us know we can let you know what outdoor recycling bin would be best for you based on the numbers in the step above. [something about cost estimate]

## 3. GET MANAGEMENT SUPPORT

Talk to your management or building owner and get them on board. Let them know that recycling has the potential to reduce garbage disposal costs, represent your business' commitment to the environment, and that there are free labels and signage online to help make your program a success!

## 4. TALK TO YOUR CLEANING STAFF

Address any concerns that your cleaning staff or company may have about recycling collection. Remember that they are key to your program's success since they are in charge of making sure your recycling gets placed in the proper outdoor containers for collection!

## 5. SET UP YOUR PROGRAM

Place a recycling bin next to each garbage canister in your workplace for the best results, and make sure that there are recycling bins in high-traffic areas. Clearly label each bin with our "Always/Never in the Bin" guide, or order stickers for your canisters by contacting our sustainability manager at {218-XXX-XXXX}.

## 6. PROMOTE AND EDUCATE

Train your entire staff about what materials are recyclable and how to recycle. Distribute our Recycling at Work Guide to all of your employees. Be sure to bring it up at staff meetings. Some companies have had competitions to see who can recycle the most to start the discussion about recyclables!

## BECOME A BEST PRACTICE BUSINESS!

Has your business gone above and beyond with recycling? You could receive our "Recycling Best Practice Business" badge! Our recycling team keeps track of your participation and quality, and if you have a good track record, have followed this checklist and distributed all of our materials, or have generally promoted waste-reduction at your workplace at staff meetings etc., go to our website to fill out our form to receive our badge!

## NEED HELP?

Get a FREE visit from our sustainability manager to help you set up your program! We can help personalize a recycling program to suite your business' specific needs, and make sure you have all the materials you need to make your program a success.



## GET FREE LABELS AND SIGNS!

Visit our Commercial Recycling website for materials to label your bins and to distribute to your staff! [insert website here].

