

## **8 Handy tips to make the most out of your solid waste, recycling, and food waste recycling programs.**

1. Determine the key players that will be managing your solid waste, recycling, and food waste at your business.
  - a. From the top line management to custodial care, your employees are at the heart of your ability to build a successful recycling program and share the best practices to ensure your program's ongoing success.
2. Identify what to collect.
  - a. Take inventory of the kinds of materials in your trash & recycling.
  - b. Recycled items are Aluminum, tin and steel cans and containers, glass and plastic bottles and containers, paper, cardboard, and food and organic waste products.
  - c. Note the frequency recycle items are generated.
3. Determine the volume of waste you generate.
  - a. Contact your customer service representative to determine the volume of trash, recycling, and food waste (if appropriate) to match the service level you will need in both size and collection frequency.
4. Determine the source generation and traffic flow of waste generated.
  - a. Place individual trash and recycling bins at key locations inside your building.
  - b. Ensure signage with graphics indicating what is to be placed in each bin.
  - c. Determine a centralized recycling collection point.
5. Set a schedule for internal collection.
  - a. The type and volume of your trash and recycling will determine the frequency of your collection for each collection point.
6. Conduct all-hands-on-deck staff meeting.
  - a. Share the importance of recycling, and how everyone's choices affect your business's solid waste service, related costs, and compliance with state and local mandates.
  - b. Show examples of collection containers and their placement.
  - c. Review the signage graphics for each type of collection container; trash, recycling, and food waste.
  - d. Give special attention to what is acceptable in each bin and those items that are not acceptable in both standard recycling and for food waste recycling.
  - e. Discuss the collection schedule for trash and recycling and assign those responsible for this action.
7. Periodic review
  - a. Have your employees review the current acceptable and unacceptable list.

- b. Complete a quick evaluation of your current volume of trash, recycling, and food waste noting any reduction or addition to services needed.
  - c. Check your enclosures for unexpected trash.
  - d. Have experience employees train new employees on your recycling program, offering their insight and tips of working efficiently to ensure the quality of recycling materials.
8. Celebrate your success!
- a. Evaluate your recycling program's progress and ensure you communicate the positive actions your employee's have made.
  - b. Emphasize the importance that your standard recycling to be clean, loose, and dry. Highlighting that food waste recycling be contaminate free.
  - c. Include your recycling efforts in all centralized company communications to increase awareness, expand participation and boost success.