

RECYCLE_{Express}

The workbook that has everything you need to...

Start a Mixed Paper Recycling Program



Alameda County Waste Management Authority
Alameda County Source Reduction and Recycling Board
www.stopwaste.org

Improve Your Bottom Line: 1-877-STOPWASTE
www.stopwaste.org

How to Start a Mixed Paper Recycling Program

Seven steps to a successful paper recycling program

7

SIMPLE STEPS

STEP 1: Choose a Coordinator

A recycling program needs a coordinator, one person who has the time and ability to implement this important project.

- Choose a coordinator who is enthusiastic about recycling and capable of communicating well with co-workers, custodial staff, and management.

STEP 2: Gain Support

In the long term, support from upper management and your co-workers is key. After all, you can't do it alone, you need the participation of all employees to make your program successful.

- Discuss the potential for recycling with the facility, office or building manager to get his or her support for organizing a program.
- Talk with others in your organization, send out a support building memo, (refer to Appendix #1 for an example of a support building memo).
- If your organization is large, form a "recycling team" of support volunteers from different departments.

STEP 3: Find Out What You Are Throwing Away

Before you can plan out your program, you will want to know how much paper you could recycle. Use information about your

1. Choose a Coordinator
2. Gain Support
3. Find Out What You Are Throwing Away
4. Choose a Recycling Vendor
5. Planning
6. Kick-off
7. Keep it Growing



garbage to estimate how much paper you will have.

- Estimate how much garbage your company creates. If you don't have weight tags from your garbage company for the last six months, ask for them. Or, refer to Appendix #2 and fill out the waste inventory worksheet.
- Visually estimate what percentage of your garbage is paper. Offices often find that a third to one half of their garbage is paper. Appendix #3 will help you with this estimate.

STEP 4: Choose a Recycling Vendor

There are a number of companies offering recycling services in Alameda County, shop around and find the service that best meets your needs.

- Call the Alameda County Recycling Hotline at 1(877) STOPWASTE or look at our website at www.stopwaste.org to find recycling vendors that service your area.
- Call vendors and find out about their services. Share with vendors the waste estimate information that you developed in Step 3.
- Compare the costs and services offered by the different vendors. Refer to Appendix #4 for more information about how to choose a recycling vendor.

STEP 5: Planning

Develop an efficient and convenient system for collecting and storing paper at your organization. Many offices use a collection system like this:

- Employees discard mixed paper into small individual **desk - side recycling bins**.
- When deskside bins fill up, they are emptied into larger **centrally located bins**.
- Centrally located bins are emptied into **outside collection containers**.
- **The recycling vendor collects** the recycled materials from the outside collection containers.

Recycling Bins

- Identify where you will obtain indoor recycling bins. Ask your recycling vendor if they supply bins, consider purchasing commercially available bins. If you are located in Alameda County, apply for a mini-grant from the Alameda County Recycling Board (applications are available at www.stopwaste.org or call 1-877- STOPWASTE).
- Wherever you get your bins, get the right indoor containers for your office. Small to medium sized (14 - 20 qt. size) make good deskside containers. For centrally located containers and offices with shared work areas use larger containers (30 gal.). Refer to Appendix #5 for more information on recycling containers.
- Ask your vendor to help identify how many outside containers you will need.
- Identify bin locations that will be convenient to use and that will fit into your maintenance routine. Building floor plans can help.
- Once you receive your containers, label the indoor containers as "For mixed paper only." Labels should clearly and simply describe what can be placed in the container and what cannot.

Tailoring Your System to Your Company

- Figure out the best role for employees, custodians, facility staff and the recycling vendor. Who will be responsible for emptying deskside recycling bins? Who will transfer the contents of the central collection bins to the outdoor collection containers?

- Set up a regular collection schedule with your vendor and internal staff.
- Keep the custodial/facilities staff involved in the planning process. Make them part of your recycling team.
- Make it convenient and flexible.

STEP 6: Kick-off

You are now ready to start your program!

- Promote the program to all employees using memos, e-mail, newsletters, and staff meeting presentations. Refer to Appendix #6 for a sample promotional e-mail.
- Officially kick off the program when you hand out the deskside bins. Make sure everyone knows the location of the central containers, the collection schedule, and their role. Do something fun, like hanging posters or handing out snacks to build enthusiasm.
- Put recycling signs above or next to the centrally located containers. List what can and can't be recycled and include a contact phone number for people with questions. Refer to Appendix #7 for a sample recycling sign.
- When the program first starts, walk around and make sure it's working, talk and listen to co-workers, and make adjustments.

STEP 7: Keep it Growing

Congratulations, you have implemented a successful recycling program. Don't stop there, work to continuously expand and improve your system.

- Continue to promote the program using signs and other materials. Keep it fresh.
- Get feedback from your co-workers. Use group emails to explain the program, invite feedback and distribute updates.
- Keep track of any reductions in your garbage. Ask for weight tags from your garbage and recycling vendors. Track any cost savings. Refer to Appendix #8 for a sample waste tracking spreadsheet.
- Reward and celebrate success. Use savings from reduced disposal costs for a company party or movie ticket raffle.
- Send a press release describing your program to industry newsletters, local newspapers, and other publications.

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APPENDICES

1. Support Building E-mail
2. Waste Inventory Worksheet
3. Paper Estimation Worksheet
4. Choosing a Recycling Vendor
5. Recycling Containers
6. Sample Promotional E-mail
7. Recycling Sign
8. Waste Tracking Worksheet



Appendix 1

Support Building E-mail

Send this e-mail to all employees to develop support for starting a recycling program.

To: All Staff
From: [Recycling Coordinator]
Subject: Mixed Paper Recycling Program

[Organization] will be expanding our waste reduction and recycling program. Over the next month, all employees at the [name or address] facility will receive individual deskside recycling bins for mixed paper. Mixed paper bins will also be placed in copy rooms and shared work areas.

Recycling not only offers a money saving alternative to waste disposal but also conserves energy and natural resources. By implementing this program, [Organization] will help Alameda County fulfill State requirements to divert 50% of its waste from the landfill, and a county mandate to divert 75%.

Mixed paper includes the following: white paper, color paper, glossy paper, magazines, fax paper, yellow legal paper, manila folders, junk mail, paperboard (e.g. back of a writing pad), envelopes, newsletters, and post-it notes.

If you have any specific questions or needs please contact [name], [title] at ext. 1234.

Thank you for helping [Organization] demonstrate its commitment to the environment and its role as a leader in adopting sustainable business practices.

Appendix 2

Waste Inventory Worksheet

This worksheet will help you determine how much waste your business currently creates.

<p>A. Container Type (s) List the types of containers your business uses for garbage disposal. Some examples are: plastic garbage bags, dumpsters, compactors, debris boxes.</p>	<input type="text"/>
<p>B. Size of Containers List the size(s) (in gallons or cubic yards) of the containers.</p>	<input type="text"/>
<p>C. Number of Containers Write down the number of containers used.</p>	<input type="text"/>
<p>D. Total Waste Diposal Capacity Multiply the total of line B by the total of line C to determine how much waste capacity is available each pick-up.</p>	<p>Line B <input type="text"/></p> <p>Line C <input type="text"/> x</p> <hr/> <p>Line D = <input type="text"/></p>
<p>E. Average Container Fullness Estimate the percentage of average fullness of the containers just prior to pick-up.</p>	<input type="text"/> %
<p>F. Collection Frequency List the number of times per week your containers are emptied.</p>	<input type="text"/>
<p>G. Monthly Waste Generated Multiply line D by Line E then by Line F. Multiply by 4.33 weeks to estimate the volume of waste generated each month.</p>	<p>Line D <input type="text"/></p> <p>Line E <input type="text"/> x</p> <p>Line F <input type="text"/> x</p> <hr/> <p><input type="text"/> x 4.33 wk./mo.</p> <p>Line G = <input type="text"/></p>

Appendix 3

Paper Estimation Worksheet

This worksheet will help you identify how much paper your business currently throws out that could be recycled. Look in your outdoor garbage containers and visually estimate what percentage of the contents is paper and what percentage is waste and record this information below.

Material	Example Estimate	Your Estimate
A. Monthly Waste Generated (Use line G from Appendix 2)	10 cubic yards	
B. Percentage of Mixed Paper (white paper, cardboard, newspaper, magazines, junk mail)	40%	
C. Percentage of Other Waste (food scraps, paper towels)	60%	
<p>Monthly Mixed Paper Available Multiply Line A by Line B</p>	4 Cubic Yards	

Appendix 4

Choosing a Recycling Vendor

When choosing a vendor, it is important that your company finds the best possible service. Recycling vendors offer different services and rates so it is a good idea to shop around. Before selecting a vendor, you may also want to ask for local references.

Call the Recycling Hotline at 1-877-STOPWASTE, or check our website at www.stopwaste.org, for a listing of recycling vendors.

When you call a vendor let them know you want to set up a mixed paper recycling program and be sure to ask:

1. What types of paper do they accept? (newspaper, magazines, cardboard, white paper, other)
2. Is there a minimum amount required for collection?
3. Do they charge to pick-up, accept at no charge, or pay your company for the paper?
4. Will they provide containers for your recyclables and at what cost if any?
5. Can they help select and place recycling containers?
6. How frequently will they pick up your recyclables?
7. Are pick-ups regularly scheduled or on an on-call basis?
8. Do they provide confidential document destruction services (if needed)? At what cost?
9. Can they provide monthly reports on how much material your business is recycling?
10. Do they require (or does your company want) a contract for services? What are the terms?
11. Do they offer educational materials and/or training for your employees?

Contact the Recycling Hotline for a list of vendors:

1-877-STOPWASTE

www.stopwaste.org

Appendix 5

Recycling Containers

The containers shown below are provided as a reference for your convenience. Other styles and sizes are available and your organization should determine what type will best suit the needs of your work environment. Check with your organization's office supply company and/or other companies in your area to find out if they offer a corporate or large-quantity discount for recycling bins.



Deskside

13, 28, and 41 Quart

28 quart is 14"H x 15" W x 10" D

Estimated Price: \$4 - \$10



Central Storage

35 Gallon

28"H x 19.5"sq.

Estimated Price: \$35 - \$60 (plus \$20 for tops)



Outside Collection

50 Gallon

38 3/4"H x 23 5/8"W x 23 5/8"D

Estimated Price: \$80

Appendix 6

Sample Promotional E-mail

Send this e-mail just before you kick-off your program.

Memorandum

To: All Staff

From: [Recycling Coordinator]

[Organization] is implementing a mixed paper recycling program. [Organization] has identified a significant amount of recyclable paper and cardboard (approximately 65%) in the waste stream destined for the landfill. These materials should be redirected to recycling. This will save us money and help the environment too.

On [date] deskside containers will be distributed for collection of mixed paper only. The following is a list of materials that can and cannot be recycled:

YES

White paper
Junk mail
Newspapers
Magazines
Cardboard



NO

Food waste
Food wrappers
Paper towels
Tissues
Styrofoam

Some departments may also separately collect recyclable beverage containers. Beverage containers should not be placed in the same deskside containers as mixed paper.

Garbage will continue to be collected by Custodial/Facilities staff at the end of each day.

So, what should you do with wet, food and styrofoam wastes? These items should be placed in the waste containers located in the kitchen, lounge, restroom and central areas to be marked "Wet or Non-recyclable Wastes Only." This waste stream is moved to another dumpster in the basement of Building 1 and hauled to a disposal site. Staff at Building 1 will soon see new signage for deskside recycling and wet waste containers along with a "How To Recycle Guide."

This project would not be possible without the direction and leadership of [insert name] and [Organization] 's Board of Directors, along with the coordination of [insert name] and [insert name], and support from the Systems Service staff including [insert name]. Thanks to all [Organization] employees who are helping to improve [Organization] through the support of this recycling "Tune-up."

RECYCLE MIXED PAPER

DO RECYCLE

White Paper
Color Paper
Junk Mail
Newspapers
Folders
Envelopes
FAX Paper

DON'T RECYCLE

Paper Towels
Tissue
Plastic
Adhesives
Food Waste
Food Wrappers
Styrofoam

The Alameda County Recycling Hotline

For information about:

- Recycling vendors
- Buying recycled products
- Recycling programs and events
- Reuse of products and materials
- How to properly dispose of hard to recycle materials



This guide was produced by the Alameda County Waste Management Authority & Recycling Board, an integrated public agency whose mission is to provide the most environmentally sound waste management program for the people of Alameda County.

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