



Setting Up Workplace Recycling

1 Form a Green Team

A Green Team is a group of employees interested in recycling and waste prevention. This team helps establish, support and monitors workplace collection systems to ensure ongoing success.

2 Determine materials to recycle

Perform a **waste audit**, i.e. look in your workplace trash cans for common recyclables.

Accepted Recyclables

- Office paper, boxes and cardboard
- Plastic bottles, cups and food tubs
- Aluminum and tin cans
- Glass bottles
- Paper coffee and drink cups
- Paper folders, junk mail, catalogs

Compost Collection for business is available. To learn more or to sign up, please email recyclenw@wm.com.

3 Contact your business or property manager

Find out if recycling services are already in place. If not, ask the manager to set up recycling service.

If service is in place, discuss how to increase visibility and participation.

4 Contact Waste Management

To set up recycling collection service go to: www.wmnorthwest.com or call **1-800-592-9995**.

To schedule a waste assessment or employee training contact our Business Education & Outreach Team, at recyclenw@wm.com.

5 Coordinate collection with the janitorial crew and workplace staff

Create sorting stations at employee desks and in common areas like copy rooms, mail rooms, break rooms and the kitchen. Each sorting station should have a recycling and a garbage container, side-by-side.

Central area containers – Locate large recycling containers next to paper-generating machines and in break rooms. Be sure to put a garbage container next to each recycling container and clearly label to avoid confusion about what goes where.

Collection Schedule – Create a regular schedule and determine who will pick up recycling from the containers. It may be staff, janitorial crew or a combination.

Communicate collection logistics to your entire staff and janitorial crew.

6 Educate and motivate staff

- Distribute recycling guidelines (like this one!) to all employees and janitorial staff, and post updates on bulletin boards and on the company's intranet site.
- Post guidelines near every recycling container for easy reference.
- Plan a fun kick-off event with information about the workplace recycling program.
 - Send a memo from management encouraging participation.
 - Distribute guidelines and containers.
 - Set aside time for questions and answers.
- Schedule orientation sessions for individual departments.

7 Maintain and expand your recycling efforts

- Have your green team meet regularly to evaluate your recycling program's progress. Address other green issues such as waste prevention, energy consumption and alternative transportation.
- Encourage and remind staff with periodic recycling tips and updates.
- Train new employees about the recycling program.
- Identify a recycling point person to handle tasks such as answering staff questions, managing the green team and program oversight.
- Highlight the employee your recycling efforts in company promotional pieces.