Conduct a waste evaluation:

- How much recyclable material do you generate?
- How much space do you have in the loading dock/parking lot?
- Do you have enough recyclable material to bale it yourself?

Hire a Hauler:

If you do not currently have recycling at your facility, you will need to start a service with a hauler. A list of area recycling haulers is included (page 4). Each hauler offers different services and options for collection depending on space availability and the material you generate. Most offices generate a high volume of paper while retailers have excess cardboard waste. Choose a hauler that fits your need and that either does not charge for their collection service, or ideally one that even pays you back for your efforts.

Storage Space:

Each building needs a convenient location to collect and store recyclables in between pickups. Space is often limited, but keep in mind you may be needing less space for trash. Most haulers will have a variety of container sizes to fit your needs. If space is limited or volumes are low, consider partnering with neighboring businesses.

Top Reasons for Your Organization to Recycle:

- Reduce the amount of waste going to the landfill.
- Recycling can save your company money!
- Recycling saves energy and reduces your carbon footprint.
- Employees feel better about recycling than throwing materials away.
- Recycling today will keep costs lower in the future.
- Future generations will thank you.
Collection Containers for the Workspace

Make recycling convenient

- Collection containers should especially be placed in areas of high traffic such as break rooms, cafeterias and lobbies.
- Every print and copy station should have paper recycling collection bins.
- If you plan to collect bottles and cans separately from paper, there should be additional collection containers for plastic/aluminum throughout the facility.
- If you are collecting cardboard, you should have big collection bins and encourage flattening boxes.
- Every work station and desk should have a personal recycle bin.

Proper Signage

Signage is the number one educational component

It’s crucial to success! Signage should be clear and concise, with graphics. Label every collection area to suit your specific program. Ideally, signage should be hung at eye level. Our waste consultants can assist and in most cases provide tailored signage for your program. Universal recycling signs are available at: www.recycleacrossamerica.org.

Train Maintenance Personnel

It is essential that organizations train custodial employees who are responsible for collecting waste and recyclables. Be sure recyclables stay separate from trash. Color coded bags are great—clear for recycling and black for trash. If individual employees are responsible for their deskside recycling, make sure they know where to empty their bin. Do not assume that everyone already knows how to recycle.

Educate Staff and Customers

- Educate all employees about your new or updated recycling program. Send out emails, a memo or announce your recycling procedures in a newsletter or staff meetings.
- Display signs that encourage employees to recycle.
- Be sure to advertise to your customers that your company is taking responsibility for your waste.
- It is important to have input from a variety of people who hold different positions within your organization.
- Discuss the best policies for your organization to maximize waste reduction.
Waste Reduction: Paper Reduction

- Set printer default to duplex.
- Request to be removed from junk mail lists.
- Do not print emails or other documents unless necessary.
- Share documents electronically and store documents and reports electronically.
- Reduce the amount of materials your print out to distribute at meetings. Instead, email them electronically and post agendas on a projector or dry erase board.

Waste Reduction: Beverage Containers

- Encourage employees to bring their own durable, reusable coffee mugs and water bottles. Supply visitors with durable mugs, too.
- Install a water filter system and kick the habit of purchasing bottled water. This will save you money, too.

Responsible Purchasing

Evaluate your purchases finding ways to purchase less. Consider purchasing supplies that can be reused or recycled and come from recycled material.

- Purchase recycled content paper, or agricultural waste paper.
- Purchase copiers and printers that are capable of duplexing.
- Purchase refurbished items such as furniture, electronics and printer cartridges.
- Ask your vendors if they offer any “green” product alternatives.

Additional Recyclable Items to Consider

Electronic waste - computers, cell phones, printers, fax machines, cameras, and all electronic accessories can be recycled. Consider contracting with a vendor to manage ewaste or self-haul it to a recycling location.

Fluorescent bulbs - compact fluorescent light bulbs and tube fluorescents are recyclable. Programs are available for small and large quantity generators.

Rechargeable batteries - these items can be collected and shipped for free through various battery recycling vendors. They accept a number of rechargeable batteries such as button batteries, power tool batteries, cell phone and computer batteries and more.

Packing/shipping materials - if you generate a lot of waste from packaging and shipping items, find ways to reuse the material over and over. Also talk to distributors about ways to partner on reuse.

Glass - the local recycling company Ripple Glass offers a program for high volume generators of glass. Glass can also be collected and dropped off at a community drop off location in the Metro.
Be sure to check with your current waste removal provider to see about their recycling programs. There may be more recycling programs available than listed below.

**Commercial Co-Mingled Recycling Haulers**

- **Batliner Paper Company** (816) 483-3343 or visit www.pioneerintl.com
- **Waste Management** (913) 631-3300 or visit www.wm.com
- **WCA** (816) 380-5595 or visit www.wcawaste.com
- **Midwest Shredding** (816) 471-6720 or visit www.midwestshredding.com
- **Republic Services, Inc.** (816) 254-1470 or visit www.republicservices.com
- **City of Olathe Recycling (For Olathe Customers Only)**
  (913) 971-9311 or visit www.olatheks.org/OMS
- **KC Disposal** (816) 388-9739 or visit www.kansascitydisposal.com
- **Gardner Disposal Service** (913) 856-3851 or visit www.gardnerdisposalservice.com

**Glass Recycling**

- **Ripple Glass** (816) 221-4527 or visit rippleglass.com
- **Atlas Glass** (913) 735-6116 or visit www.atlasglasskc.com
- **KC Curbside Glass** (913) 617-6401 or visit www.kccurbsideglass.com
- **Glass Bandit** (913) 721-6970 or visit www.glassbandit.com
- **Wright Brothers** (816) 217-3971 or visit www.wbglassrecycling.com

**Compost Recycling**

- **Missouri Organic**
  (816) 483-0908 or visit www.missouriorganic.com

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