

LOU MARCHI TOTAL RECYCLING INSTITUTE at MCHENRY COUNTY COLLEGE
8900 US HWY. 14, CRYSTAL LAKE, IL 60012
(815.479.7817) www.mchenry.edu/Recycling/

HOW TO START OR UPDATE A BUSINESS RECYCLING PROGRAM

1. Obtain Upper-Level Management Support for the Waste Reduction Program.
2. Appoint a Coordinator to Administer and Monitor the Waste Reduction Program. Develop a budget for WR program including publicity materials plus recycling signs and containers.
3. Find out what is in your Businesses' Trash and Recycling Containers. Estimate the volume/weight of various materials in the trash and recycling containers.

Guidelines for conducting a Waste Audit are available through the Lou Marchi Total Recycling Institute. For additional information, call McHenry County Solid Waste Coordinator (815.334.4560) or the Institute (815.479.7817).

4. Discuss Waste Reduction Program Options with Local Recyclers, the McHenry Co. Solid Waste Coordinator or the Lou Marchi Total Recycling Institute.

Enclosed is a list of companies and organizations that offer recycling services locally. Also, enclosed is a list of "other" materials that can be recycled. There are a variety of ways to reduce the cost of a Waste Reduction Program. One option is to find ways to reduce the cost of trash pick up, such as, reducing the size of the dumpster or having the garbage picked up less times per week. There are also some companies/organizations which just collect recyclables and, even pay for some of the materials.

5. Determine types of Materials to be included in the Waste Reduction Program. Get input from employees about what types of materials to include and how the program should be designed.

Develop a system for measuring the amount of trash recycled and in the trash so the effectiveness of the Waste Reduction Program can be evaluated at regular intervals.

6. Develop an Efficient Waste Reduction Program with a Realistic Schedule for Implementation.

Important Note: Recycling containers placed near employee work stations often result in higher participation. The Waste Reduction Station concept (placing recycling containers next to every trash can) also encourages participation in recycling and causes less trash in the recyclables. Also, on the LMTRI webpage are two lists of companies which sell a variety of recycling containers.

7. Implement and Monitor the Waste Reduction Program.

Determine how employees will participate in the program. Encourage employee feedback to improve the program. Report back to employees on a regular basis the amount of waste reduced in your program. Employees need positive reinforcement of their efforts for the continued, long-term success of the program.

8. Educate all Employees about the Waste Reduction Program.

Continuous employee orientation and training is a requirement that cannot be over-looked. Tell the employees where their recyclables are processed and what they are made into. It will possibly lead to better participation when the employees know what happens to the materials.

9. Coordinate Your Collection Program With Purchases.

Products that are made from recycled content should be purchased if feasible. Thus, your business will help create markets for the materials you are recycling. Also, items that are less toxic and are designed with less materials should be considered. For more information about purchasing recycled content products locally, call the Institute (815.479.7817) or check the Green Guide '08 www.mchenry.edu/recycling/greenguide.pdf .

10. Publicize the Success of the Waste Reduction Program.

Coordinator should periodically publicize the success of the program to keep motivation and participation high. Competition between various departments in the company can be an effective tool.

Adapted from "Waste Reduction and Recycling: A Manual for Business"
Prepared by Patrick Engineering Inc. for Illinois Recycling Association