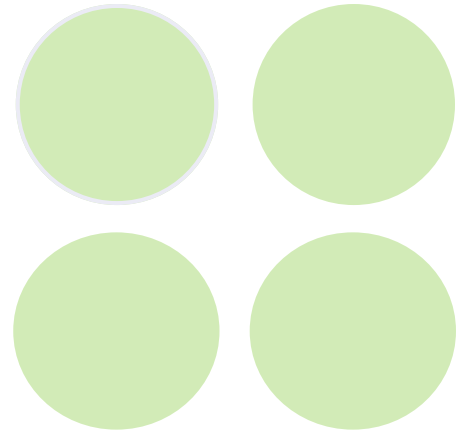


Business Recycling Checklist



- 1) Designate a “recycling coordinator” or contact person for your business recycling program.
- 2) Contact your facility’s garbage hauler, and ask the following questions:
 - a. How much will recycling cost?
 - b. What recyclables will you accept?
 - c. Will you provide outdoor recycling cart(s) or an outdoor recycling dumpster to collect recyclables?
 - d. Should recyclables be separated dual-stream (papers and containers source separated) or single-stream (recyclables commingled together)? Does corrugated cardboard have to be separated from other recyclables?
- 3) Conduct a facility waste assessment: Examine what is mainly thrown away by staff or patrons, focusing on the top 3-5 items.
- 4) Try to gauge how much recycling makes up your waste stream (for example, 50%) and then that will determine the outdoor recycling cart or dumpster size you will need to purchase or obtain from your garbage service provider. For example, you may need a 2-yd dumpster for cardboard and 95-gallon recycling carts for commingled recyclables, etc.
- 5) Purchase indoor recycling bins or retrofit plastic containers into recycling bins with signage explaining the program and photos of the acceptable recyclables. Keep signage simple and uncluttered, but bright and noticeable. Companies online (such as Rubbermaid©) offer desk side and indoor recycling containers. Desk side recycling containers are convenient for office staff, while larger recycling containers (20-50 gallon containers) would suffice for central office areas or facility areas where patrons dispose of trash. Purchase or retrofit custodial cart to include recycling.
- 6) Locate all indoor recycling bins next to garbage containers at your facility. This will urge staff and patrons to recycle items, and staff/patrons will not have to search for recycling containers. Recycling should be easy and convenient.
- 7) Inform staff about the recycling program:
 - a. At a meeting
 - b. Through a memo or e-mail
 - c. With signage
- 8) Educate custodial staff of recycling program



- a. Inform custodial staff to keep recyclables and garbage separate
- b. Show custodial staff recycling locations, indoors and outdoors
- c. Ensure that custodial staff has a large cart to collect recycling from all indoor areas and can easily place recyclables in outdoor bin
- d. Note that when collecting recyclables from patrons, in particular, there may be garbage contamination in the recycling bins. Notify custodial staff of this issue, as someone will have to remove contaminants from the recycling bins before material can be recycled.

9) Educate patrons/staff about the recycling program. Develop promotional materials including signage and outreach materials for patrons and staff at your facility. This can be done in-house to reduce costs, and bi-lingual signs (e.g. English/Spanish) are preferable.

- a. Recycling signs can be computer generated. List the recyclables accepted in your program with a photo next to it. Photos of proper recyclables are important!
- b. Make signs simple, readable, noticeable
- c. Always include the recycling symbol on signage/recycling bins as that symbol will inform staff/patrons that only recyclables can go into those bins.
- d. Post signs near recycling bins at your facility, and other areas such as break rooms, copy rooms and common areas to inform staff and patrons about the recycling program.
- e. Post signage or decals on your recycling bins listing/showing acceptable materials.
- f. Include information about your commitment to recycling via your website, newsletters, social media, etc.

10) Gauge your recycling success. Ask your hauler for monthly or quarterly totals of recycling pounds/tons collected at your facility.

11) Develop a database to store and analyze that data to show annual progress.

12) Inform staff and patrons of the recycling progress they have made!

13) Make recycling easy and fun! Let staff and patrons get involved in recycling related projects.

**These are tips provided by the City of Urbana's U-Cycle program. This is not comprehensive, and each facility will be different. This is a guide to get your business recycling program started. Please note that the business recycling program is NOT part of the U-Cycle program. However, U-Cycle staff would be happy to assist your business with any recycling questions.*

For more Information call U-Cycle at (217) 384-2302