



How To Start a Paper and Cardboard Recycling Program at your Business

1. Select a Recycling Coordinator

Accountability is key to the success of your recycling program. Who is going to be at the forefront of this effort? This is especially true at the beginning. Finding the right person to head this up is crucial. The ideal recycling coordinator will be:

- Enthusiastic about recycling and/or the environment
- Well organized
- A good communicator
- Familiar with starting, overseeing and maintaining programs
- In contact with WRAP staff, janitorial staff

How much time does this position take? Well, that really depends on your employees' participation. One hour per month is usually enough to maintain a successful program. Ask for volunteers, and we bet you'll find the best candidate quickly.

2. Decide What to Collect

For a start, consider that paper and cardboard makes up an average of 40% percent of the waste stream. What does your business use? What supplies do you have on hand? What do your employees use? Take a walk around and start making a list. Here are a few possibilities:

Office Paper: <u>White or Light Papers Only.</u>	Mixed Paper: <u>Catch-all</u>	Cardboard: <u>Corrugated only.</u>
<ul style="list-style-type: none"> ○ Printer ○ Copier ○ Notebook ○ Letterhead ○ Envelopes (windows okay) ○ Carbonless forms ○ Manila folders 	<ul style="list-style-type: none"> ○ Colored papers ○ Shiny/glossy papers ○ Colored file folders ○ Junk mail (ad inserts) ○ Magazines/Catalogs ○ Newspaper ○ Paperboard ○ Phonebooks ○ Paper Bags 	

**Stapled and shredded paper is okay.

Contamination Another issue to consider for your recycling program is contamination. Materials that are contaminated can't be recycled and could ruin larger batches of recyclables. Luckily, contamination can easily be avoided by following these steps:

1. Make sure there's no food waste mixed in with recyclables (e.g. cardboard pizza box with oil remains).
2. WRAP requires separation. Sorted materials cannot be mixed (e.g. cardboard mixed with office paper).
3. When in doubt, throw it out!

Here is a list of some Common Contaminates:

○ Plastic coated paper
○ Photographs
○ Blueprint paper
○ Mylar paper
○ Carbon paper
○ Thermal paper
○ Soy/ milk cartons
○ Juice boxes
○ Frozen food boxes
○ Paper towels
○ Tissues

3. Set Up Recycling Containers and Guidelines

Organization is crucial to recycling. No matter what type of recycling program you implement, you'll want to set up clearly labeled recycling containers. Your program will only be as effective as how easy it is for employees to participate. Container quantity and location plays a huge role in this. Here are a few options to consider:

Desk Side or Desktop Containers All office employees will go through paper. By placing a recycling container next to the trashcan at each employee's desk, it will become second nature for him or her to recycle. These can be purchased from a container company, or you can simply use a cardboard box (shoe box). Also, employees or janitorial staff can empty desk side containers into central collection containers.

Central Collection Containers These containers are suggested for office common areas, and should be placed strategically in areas where products will be collected. The suggested size for central containers is 20-33 gallons. On average, a 20-gallon container of paper weighs approximately 35 lbs. For everyone's safety WRAP will not be collecting bags of paper larger than 33-gallons. WRAP will be providing 33-gallon plastic bags for paper collection. All sorted paper must be bagged. Some good locations for central collection are:

- Paper recycling containers in the copy area.
- Paper recycling containers in a mail area.

Final Collection Containers These containers are provided by WRAP free of charge as a convenient collection system. WRAP provides 4'x 4' gaylords for cardboard collection. Cardboard boxes must be broken down and flattened before going inside the container. If your space is limited you could use a large cardboard box and put broken down boxes inside. Paper products from desktop and central collection bins must be bagged in 33-gallon bags. Bagged paper can also be unloaded into the gaylord but is not necessary. Final collection containers and bagged paper must be located indoors, but where it is easily accessible for WRAP staff to collect if you are using our pick up services. Ideally, the final collection area will be near a loading dock.

4. Promote Your Program Through Education

Proper staff education is crucial to the success of your recycling program. WRAP has created recycling signs as a resource to help you successfully sort and recycle at your business. WRAP will provide you with some

initial signs to help introduce recycling. We can also email you copies of the documents to make signs of your own. Here are some tips:

- Education should start before your recycling program, so employees know what to recycle.
- Introduce your staff and janitorial staff to the program in writing, such as an introductory memo, and at a staff or company meeting.
- Explain how recyclables are collected, what is recyclable, how the program will benefit the environment and the company, as well as other waste reduction and reuse measures that will be implemented.
- Show samples of recyclables and non-recyclable materials (contamination) on a board or sign near recycling containers.

5. The Role of the Janitorial Staff

Janitorial staff needs to be aware of the program. It is not necessary to use janitorial staff to collect recyclables, but they do need to be aware of the program to prevent unintentional contamination. Here are a few questions to consider if you are thinking of using janitors as part of your recycling program:

- Will janitors empty recycling containers, and will you be charged extra for emptying these containers?
- How often will they empty containers? Nightly? Every other night? Once a week?

5. Monitor Your Program

Once your recycling program is in place, monitor its progress to evaluate cost-effectiveness, employee participation and environmental impact.

Provide Feedback to Employees Share the success, progress and problems with your company's program periodically with employees. Here's how:

- Use memos, newsletters or company-wide e-mails to distribute updates or milestones about the program.
- Include information on recycling program participation in the new employee orientation and/or handbook.
- Inform staff of certain contaminants or individuals/departments with strong participation.
- Calculate/distribute disposal cost savings based on the decrease of office waste.
- Survey employees/departments to identify program problems and improvements.
- Post informative articles on recycling, source reduction, reuse and/or the environment to further educate staff.
- Show how successful and creative your program is by promoting your company's efforts outside the business.
- Consider applying for various local, state or federal awards, such as the Kansas City Industrial Council Sustainability Awards Program.
- Get involved in local, state and/or national recycling and environmental or industry-related organizations.
- Distribute press releases on your program to local newspapers.



If you have further questions, contact WRAP staff.

Call or Text:

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Email us at: wrap.kc@gmail.com

Visit us on Online:

www.facebook.com/wrap.kc

www.cida.cc/committee-news/wrap

Location:

815 Woodswether Road

Kansas City, MO 64105

- We are located on the corner of Woodswether & Madison.
- Access to our drop-off area is on the west side of building, on Madison.

Drop off/ Pick up Hours:

Monday-Thursday: 9am-2pm

- Please call to make an appointment.

Source: www.earth911.com

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