

BREAKROOM RECYCLING GUIDE

HOW TO IMPLEMENT RECYCLING IN YOUR OFFICE BREAKROOM

1. Talk to Management

- Let them know you want to add a recycling bin in your breakroom and why.
- Mention that you will be in charge of the recycling bin and that you will take care of the material.
- If they are okay with this idea, proceed.

2. Inform the Janitorial Staff

- They may mistake the recycling bin for a trash bin. Inform them that you will be taking care of that bin.

3. Get a Partner or Team

- Find a couple of co-workers who can help you. Trust me, you will need help!

4. Create a Plan with Partner/Team

- Determine what materials you will be collecting—just bottles and cans? All recyclables?
- Who will be emptying the recycling bin, will you be taking turns?
- Where will the material be taken to—home or a drop off location?
- If you are utilizing plastic bags for transportation, don't forget to empty out its contents into your recycling bin or at the drop-off bin.
- Find the best location for the recycling bin in your breakroom
- Create appropriate signage that clearly states what recyclables you are collecting.

5. Learn About Recycling

- Rocky Mountain Recycling, Salt Lake County Recycling, waste haulers, among others, are great resources to find out what materials are accepted in our community and the benefits of recycling. The EPA also has great information.

6. Introduce Recycling Bin

- Make sure it is clearly labeled as a recycling bin to avoid confusion. Make sure to place the materials accepted sign directly above, or very near, the bin.

7. Conduct a Waste Audit

- This can be done while emptying out the bin once it's full. Notice items that are consistently being tossed in your recycling bin that do not belong there. Tweak signage if needed.

8. Keep Track

- Record how many bags of recyclables you have rescued from the landfill. Report your success to your management team!

9. Stay Positive

- You may find many contaminants at first and some people who will not be willing to participate. Don't let that discourage you! Keep going!



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