

BUSINESS RECYCLING GUIDE

HOW TO BEGIN A SUCCESSFUL RECYCLING PROGRAM

1. Learn About Recycling

- **Take a tour of the landfill!**

[Learn](#) about how Salt Lake County handles its waste and why recycling is important. Can't come to the landfill, we can come to you! The SLCo recycling office would be more than happy to give your office a presentation regarding the landfill and the best recycling practices.

- **Do your own research!**

[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.

2. Gain Support

- **Start a green team!**

Seek out the environmentally conscious people in your office! It is essential to have people who care about recycling in you green team.

- **Janitorial Staff**

Communicate to your janitorial staff about the upcoming changes. Come up with a plan on how to collect recyclables.

3. Waste Audit

- **Green Team**

Either you or your green team can get down and dirty and do a waste audit to spot what common recyclables are being thrown away. This information is valuable as it informs you of what materials to target for recycling.

- **Momentum Recycling** offers a free waste audit that you can take advantage off! You can also ask your waste hauler if they offer one.

4. Get Service

- Most waste haulers will offer recycling services. Contact your waste hauler to find out if they do. If they don't, here is a small list of recycling service providers in Salt Lake County:

- [Ace Disposal](#)
- [Momentum Recycling](#)
- [Republic Services](#)
- [Robinson Waste Services](#)
- [Wasatch Front Waste and Recycling](#)
- [Waste Management](#)

5. Set Up Bins

- Decide how you want to collect your recyclables—do you want a central location where employees can take their recyclables or a recycling bin next to each garbage can. Choose the one that is most convenient for your office space, employees and janitorial staff.

6. Hang Signs

- It is imperative to have at least one sign posted with the items that are accepted in your business's recycling bin. This will help maximize the amount of recyclables collected and decrease contamination. Consider having signs in these common areas:
 - By the printer/copier
 - Lunch room
 - Customer lounge area

7. Train Employees

- For current employees, decide how you want to inform them about your business's new recycling program—a meeting, mass email, etc. Let them know where the recycling bins will be located and what items are and are not accepted. Make sure to implement your recycling program into your new hire training.
- Train your janitorial staff on how to spot contamination and to let the green team know about contamination issues.

8. Monitor and Re-educate

- Have your Green Team check what items are incorrectly being tossed in recycling bins and what items are being thrown away that should have been recycled from time to time. Conduct another waste audit if needed.
- Obtain feedback from your green team, janitorial staff, and waste hauler and use it to improve your recycling program. Tweak signs as needed, add more signs and inform your staff of your successes!

9. Promote other waste reduction ideas

- Purchase items made from recycled materials.
- Go paperless!
- Change printing settings to duplex printing.
- Come up with a plan to reduce the amount of waste your business produces