



# TOO GOOD TO THROW AWAY

***"Waste is a symptom of business inefficiency"***

How to green your business while looking out for the bottom line?

## Step one: Reduce

Minimize the consumption of materials by doing more with less and buying products with little or no packaging. Reducing waste is the best method of controlling waste since it involves minimizing the intake of materials in the first place. This can be done by cutting down on the amount or toxicity of waste in the design, manufacturing purchase and use of material. Reducing waste makes good business sense because every pound of waste you generate costs your business money.

### Key advantages to business for reducing waste include

- Reduce waste disposal fees and savings in material and supply costs.
- Reduced pollution.
- Revenues from marketing reusable materials.
- Savings from efficient work practices.
- Improved compliance with regulations.
- Improved employee morale through employee involvement.
- Enhance customer trust.

### Ways to be a more eco-efficient business

Reduce the amount of material required in the production of your goods and services.



Reduce the amount of energy required in the production and delivery of your goods and services.



Reduce toxic emissions.



Design your products to be recyclable.



Maximize the use of renewable resources in the production and delivery of your products and services.



Design products that are durable and easier to repair.



Design products that serve multiple purposes.



## 2 Step two: Planning Recycling Program

Whether you are starting a program from scratch or adding new recycling items to your existing recycling program, planning is essential to its success.

### Tools for Planning

- Involvement - Organize a Recycling Committee to create partnerships and build support from stakeholders.
- Flexibility - Plan a program where you can expand recycling or modify your collection and processing to meet changing market conditions for recyclable materials.
- Contracts - Anticipate and meet recycling needs in employment agreements and contracts.
- Finances - Use an accounting system that captures savings from reduced waste disposal costs to help fund recycling efforts.
- Education & Training - Promote recycling and educate employees and attendees; teaching visitors and staff to recycle properly is essential to success.
- Goals- Set clear objectives to help focus on developing the key elements of an effective program; benchmarks let you evaluate the program's progress and results over time.

## 3 Step three: Assessing Types & Quantities

The quantity of items being recycled at your facility will depend on a number of factors:

- Amount of product used or sold on-site versus other products (aluminum, glass, plastics, paper etc.)
- Number of people at the location.
- Type of activity or event.
- Number of recyclables brought from outside the location, such as from home or off-site sales. (aluminum, glass, plastics, paper etc.)



## Sample Waste Reduction Action Plan

Material	Minimization Action		Target	Cost / Benefit	Priority	Who	Date
<b>Printer Paper</b>	<b>Reduce</b>	Encourage the use of email, on-line document editing and enable double sided	To reduce the amount of paper usage by 5 reams per week	Initial costs to ensure that printers are equipped with double-siding capabilities and paper that is purchased has recycled content. Benefit will be overall reduction in purchasing costs.	1-High Short term goal	Facilitated by office manager and implemented by all staff	17th Dec, 2005
	<b>Reuse</b>	Use paper only printed on one side for drafts and note books.					
	<b>Recycle</b>	Ensure all paper is source separated for recycling contractors to collect and that purchased paper has post consumer recycled content.					

## Step four: Analysis Cost & Benefit

Assessing the economics of recycling requires examining both the benefits and the costs of recycling efforts. These benefits and costs should be quantified to the extent feasible, but also keep in mind that recycling programs often have benefits, such as resource conservation, that are not easily quantified.

### Direct Benefits

- Avoid costs of waste collection and disposal (including materials and labor).
- Potential revenue for recycling.
- Reduced litter and avoided clean-up costs.

### Recycling Costs

- Labor costs (beyond existing solid waste handling and disposal).
- Collection bins. (Recycling bins can be rented or purchased.)
- Supplies for collection recyclables, such as clear liner bags for recycling bins.

## Step five: Identifying Recycling Markets

### Recycling Haulers & Processors

- Local markets.
- May already be collecting the trash or recycling at your location.
- Will pay or charge for materials based on the quantity and quality, how it is prepared, and current market prices.
- May pick up material or may require delivery.
- May provide intermediate storage containers or receptacles (and may require their use).
- May sort and bale materials for sale to a reclaimer, broker, or end user.

**FACT:** Americans throw away enough office paper each year to create a wall twelve feet high reaching from Los Angeles to New York City.

## Step six: Educating & Training Staff

- Involve program staff in the planning process. Such involvement helps employees take ownership of the program and gives them a stake in making it a success.
- Ongoing staff training sessions and orientations for new staff should include discussion of the recycling program.
- Training should be as specific as possible and include clear examples of what to do and what not to do when collecting and handling recyclables. Make sure custodial staff know where to put materials to avoid contamination or inadvertent disposal of recyclables.
- Complement your written policies, manuals, and instructional signs with hands-on training. Signs may need to be printed in several languages.
- Involve staff in deciding where to place bins, what signs to use, and how to collect recyclables most efficiently.
- Prepare “recycling report cards” for buildings or locations to provide feedback on success and stimulate healthy competition to increase recycling efforts.
- Adding recycling to garbage or litter collection activities is usually more effective than having recycling as a separate activity.

## **Salt Lake Valley Recycling Resource List**

Call for recycling services and drop-off programs

**Salt Lake City Businesses**– 535-6999 [www.slcgov.com/environment/e2news.htm](http://www.slcgov.com/environment/e2news.htm)

**Weyerhaeuser** – Contact: Chris or Teresa 973-2082, 2590 W. 1500 S.

Office paper  
Aluminum cans  
Corrugated cardboard  
White ledger paper  
Computer paper  
Plastic # 1

**Redi-therm Insulation** – Contact: Burt Dennis 910-2838, 3061 S. 3600 W.

Newspaper  
Phone books  
Cardboard  
Magazines  
All paper products

**Waste Management** – Contact: Sheldon Neeshen 280-8200, 8652 S. 4000 W.

Bailed corrugated cardboard

**Allied Waste (BFI)** – Contact: Jerry Reed 972-4234, 675 S. Gladiola Dr.

Newspapers  
Corrugated cardboard

### **Paper and Document Destruction Recycling Services**

Certified Shred– 9724748  
Shred it– 886-0622  
Shred Pro– 977-0922

**Rocky Mountain Recycling** – 973-0333, 2950 W. 900 S. & 3110 S. 900 W. Drop-off Location Only

Newspaper  
Aluminum cans  
Plastic # 1, 2  
Corrugated cardboard  
White ledger paper  
Computer paper

**Glass Recycle Group Inc.** – Contact: Richard Leonard 521-9287 Cell: 520-9768

Glass

**Stone Castle Recycling** – Contact: Tony Stoddard 801-731-9444 or 801-309-7380

Computers  
Electronics

**Computer for Kids**– Charlie Saba 581-5589

Reusable computers

**Blue Sky Renewable Energy**– 1-888-221-7070 [www.utahpower.net](http://www.utahpower.net)

Recycling Information Office 974-6902  
[www.recycle.slco.org](http://www.recycle.slco.org)