

WasteBuster Business: A Recycling Business



Steps to Starting a Recycling Program:

1. **Make the commitment; decide to recycle as a business.**
2. **Find out what is accepted through your county's or city's recycling program** - Most programs accept cardboard, aluminum, phone books and paper.
3. **Identify which materials will be recycled** - Estimate how much of what your business is throwing away could be recycled. One of the most accurate ways to do is by conducting a waste audit.
4. **Contact your local solid waste coordinator to find out how your community handles recycling services.** - Services vary from curbside pick up to drop off stations.
5. **Acquire recycling bins for indoors and outdoor**— Indoors, place the bins next to trash bins and in places where many recyclables are handled, such as next to the copier machine and in the employees lounge. Label the recycling and trash bins clearly.
6. **Publicize and communicate with all staff members about the recycling program.** - Make sure all staff is aware of the recycling program and what materials are to be recycled. Well informed custodial staff are essential for the success of any recycling effort.
7. **Designate someone to be the recycling coordinator** - This person will oversee the program, continually encourage and be a resource to co-workers and monitor pick ups.
8. **Evaluate** - Monitor the program, considering the staff's input. Also another waste audit could be done to evaluate progress.
9. **Create a waste reduction plan** - Now that you started recycling, you could address reducing the amount of waste that is produced by your business, such as reusing items before recycling them.

FOR MORE INFORMATION:

Bluegrass PRIDE
859-266-1572
www.bgPRIDE.org

or
Your county solid waste
coordinator

In **Fayette County**, Bluegrass PRIDE staff is available to help you in this process, including:

- information on what is recyclable
- conducting a waste audit
- promotional items
- training staff members
- managing and evaluating the program
- answer questions and address problems and/or concerns

For more info in
Fayette County call,

LFUCG Lex-Call
311
or
425-2255