



The workbook that has everything Oro Loma commercial customers need to...

Start a Mixed Paper Recycling Program



**Improve Your Bottom Line: 1-877-STOPWASTE
www.stopwaste.org/partnership**

This guide was developed by the Alameda County Waste Management Authority & Recycling Board and customized for Oro Loma Commercial customers.

How to Start a Mixed Paper Recycling Program

Seven steps to a successful paper recycling program

7

SIMPLE STEPS

STEP 1: Choose a Coordinator

A recycling program needs a coordinator, one person who has the time and ability to implement this important project. Once chosen, the coordinator should follow the next six steps to set up a recycling program.

- Choose a coordinator who is enthusiastic about recycling and capable of communicating well with co-workers, janitorial staff and management.

STEP 2: Gain Support

In the long term, support from upper management and your co-workers is key. After all, you can't do it alone, you need the participation of all employees to make your program successful.

- Discuss the potential for recycling with the facility, office or building manager to get his or her support for organizing a program.
- Talk with others in your organization, send out a support building memo, (refer to Appendix #1 for an example of a support building memo).
- If your organization is large, form a "recycling team" of support volunteers from different departments.

STEP 3: Find out what is in your Dumpster

Before you can plan out your program, you

1. Choose a Coordinator

2. Gain Support

3. Find out what is in your Dumpster

4. Recycling Vendor

5. Planning

6. Kick-off

7. Keep it Growing



will want to know how much paper you could recycle. Use information about your garbage to estimate how much paper you will have.

- Estimate how much garbage your company creates. If you don't have weight tags from your garbage company for the last six months, ask for them. Or, refer to Appendix #2 and fill out the waste inventory worksheet.
- Visually estimate what percentage of your garbage is paper. Offices often find that a third to one half of their garbage is paper. Appendix #3 will help you with this estimate.

STEP 4: Talk to Your Recycling Company

Waste Management of Alameda County provides comprehensive commercial recycling services for Oro Loma customers.

To increase your recycling efforts, call (510) 613-8700.

To begin a new commercial recycling program, call (510) 613-8764.

Other vendors may be able to purchase or pick up certain recyclable items at no cost. For a list of such vendors, call the Alameda County Recycling Hotline toll-free at 1-877-STOPWASTE (786-7927) or look at the website at www.stopwaste.org.

STEP 5: Planning

Develop an efficient and convenient system for collecting and storing paper at your organization. Many offices use a collection system like this:

- Employees discard mixed paper into small individual **desk-side recycling bins**.
- When deskside bins fill up, they are emptied into larger indoor **centrally located bins**.
- Centrally located bins are emptied into **outside collection containers**.
- The recycling vendor collects the recycled materials from the outside collection containers.

Recycling Bins

Whatever type of system you set up you will need recycling bins.

- Identify where you will obtain indoor recycling bins. Ask your recycling vendor if they supply bins, consider purchasing commercially available bins, or, if you are located in Alameda County, apply for a mini-grant from the Alameda County Recycling Board (applications are available at www.stopwaste.org or call 1-877- STOPWASTE).
- Wherever you get your bins, get the right indoor containers for your office. Small to medium sized (14 - 20 qt. size) make good deskside containers. For centrally located containers and offices with shared work areas use larger containers (23 gal.). Refer to Appendix #5 for more information on recycling containers.
- Ask your vendor to help identify how many outside containers you will need. Find out if the vendor will supply outside containers as a part of their service.
- Identify bin locations that will be convenient to use and that will fit into your maintenance routine. Building floor plans can help.
- Once you receive your containers, label the indoor containers as "For mixed paper only." Labels should clearly and simply describe what can be placed in the container and what cannot.

Tailoring your System to your Company

- Figure out the best role for employees, custodians, facility staff and the recycling vendor. Who will be responsible for emptying deskside recycling bins? Who will transfer the contents of the central collection bins to the outdoor collection containers?

- How often will your containers need to be picked up? Setting up regular collection schedules with your vendor and collection staff is a good idea.
- Keep the custodial/facilities staff involved in the planning process. Make them part of your recycling team.
- Make it convenient and flexible.

STEP 6: Kick-off

You are now ready to start your program!

- Promote the program to all employees using memos, e-mail, newsletters, and staff meeting presentations. Refer to Appendix #6 for a sample promotional e-mail.
- Officially kick off the program when you hand out the deskside bins. Make sure everyone knows the location of the central containers, the collection schedule, and their role. Do something fun, like hanging posters or handing out treats, to build enthusiasm.
- Put recycling signs above or next to the centrally located containers. List what can and can't be recycled and include a contact phone number for people with questions. Refer to Appendix #7 for a sample recycling sign.
- When the program first starts, walk around and make sure it's working, talk and listen to co-workers, and make adjustments.

STEP 7: Keep it Growing

Congratulations, you have implemented a successful recycling program. Don't stop there, work to continuously expand and improve your system.

- Continue to promote the program using signs and other materials. Keep it fresh.
- Get feedback from you co-workers. Use group emails to explain the program, invite feedback and distribute updates.
- Keep track of any reductions in your garbage. Ask for weight tags from your garbage and recycling vendors. Track any cost savings. Refer to Appendix #8 for a sample waste tracking spreadsheet.
- Reward and celebrate success. Use savings from reduced disposal costs for a company party or movie ticket raffle.
- Send a press release describing your program to industry newsletters, local newspapers, and other publications.



APPENDICES

1. **Support Building E-mail**
2. **Waste Inventory Worksheet**
3. **Estimate your Paper**
4. **Recycling Vendor**
5. **Recycling Containers**
6. **Sample Promotional E-mail**
7. **Recycling Signs**
8. **Waste Tracking Spreadsheet**



Appendix 1

Support Building Email

Send this e-mail out to all employees to develop support for starting a recycling program.

To: All Staff
From: [Recycling Coordinator]
Subject: Mixed Paper Recycling Program

[Organization] will be expanding its waste reduction and recycling program. Over the next month, all employees at the [name or address] facility will receive individual deskside recycling bins for mixed paper. Mixed paper bins will also be placed in copy rooms and shared workspace areas.

Recycling not only offers a money saving alternative to waste disposal but also conserves energy and natural resources. By implementing this program, [Organization] will help Alameda County fulfill State requirements to divert 50% of its waste from the landfill.

Mixed paper includes the following: white paper, color paper, glossy paper, magazines, fax paper, yellow legal paper, manila folders, junk mail, paperboard (e.g. back of a tablet), envelopes, newsletters, and post-it notes.

If you have any specific questions or needs please contact [name], [title] at ext. 1234.

Thank you for helping [Organization] demonstrate its commitment to the environment and its role as a leader in adopting sustainable business practices.

Appendix 2

Waste Inventory Worksheet

This worksheet will help you determine how much waste your business currently creates.

<p>A. Container Type (s) List the types of containers your business uses for garbage disposal. Some examples are: plastic garbage bags, dumpsters, compactors, debris boxes.</p>	<input type="text"/>
<p>B. Size of Containers List the size(s) (in gallons or cubic yards) of the containers.</p>	<input type="text"/>
<p>C. Number of Containers Write down the number of containers used.</p>	<input type="text"/>
<p>D. Total Waste Diposal Capacity Multiply the total of line B by the total of line C to determine how much waste capacity is available each pick-up.</p>	<p>Line B <input type="text"/></p> <p>Line C <input type="text"/> x</p> <hr/> <p>Line D = <input type="text"/></p>
<p>E. Average Container Fullness Estimate the percentage of average fullness of the containers just prior to pick-up.</p>	<input type="text"/>
<p>F. Collection Frequency List the number of times per week your containers are emptied.</p>	<input type="text"/>
<p>G. Monthly Waste Generated Multiply line D by Line E then by Line F. Multiply by 4.33 weeks to estimate the volume of waste generated each month.</p>	<p>Line D <input type="text"/></p> <p>Line E <input type="text"/> x</p> <p>Line F <input type="text"/> x</p> <hr/> <p><input type="text"/> x 4.33 wk./mo.</p> <p>Line G = <input type="text"/></p>

Appendix 3

Paper Estimation Worksheet

This worksheet will help you identify how much paper your business currently throws out that could be recycled. Look in your outdoor garbage containers and visually estimate what percentage of the contents is paper and what percentage is waste and record this information below.

Material	Example Estimate	Your Estimate
A. Monthly Waste Generated (Use line G from Appendix 2)	10 cubic yards	
B. Percentage of Mixed Paper (white paper, cardboard, newspaper, magazines, junk mail)	40%	
C. Percentage of Other Waste (food scraps, paper towels)	60%	
<p>Monthly Mixed Paper Available Multiply Line A by Line B</p>	4 Cubic Yards	

Appendix 4

Recycling Company

- Waste Management of Alameda County provides comprehensive commercial recycling services for Oro Loma customers.
- To increase your recycling efforts, call (510) 613-8700.
- To begin a new commercial recycling program, call (510) 613-8764.
- Other vendors may be able to purchase or pick up certain recyclable items at no cost. For a list of such vendors, call the Alameda County Recycling Hotline toll-free at 1-877-STOPWASTE (786-7927) or look at the website at www.stopwaste.org.

Appendix 5

Examples of Office Recycling Containers

The containers listed below are provided as a reference for your convenience. Other styles and sizes are available, and your organization should determine what type of containers will best suit the needs of your work environment. Check with your organization's office supply company and/or other companies in your area to find out if they offer a corporate or large-quantity discount for recycling bins.



Deskside

13, 28, and 41 Quart

28 quart is 14"H x 15" W x 10" D

Estimated Price: \$4 - \$10



Central Storage

35 Gallon

28"H x 19.5"sq.

Estimated Price: \$35 - \$60 (plus \$20 for tops)



Outside Collection

50 Gallon

38 3/4"H x 23 5/8"W x 23 5/8"D

Price: Call Waste Management at (510) 613-8700 for a quote.

Appendix 6

Sample Promotional E-mail

Send out this e-mail just before you kick off your program.

Memorandum

To: All Staff

From: [Recycling Coordinator]

[ORGANIZATION] is implementing a mixed paper recycling program. [ORGANIZATION] has identified a significant amount of recyclable paper and cardboard (approximately 65%) in the waste stream destined for the landfill. These materials should be redirected to recycling. This will save us money and help the environment too.

On [DATE] deskside containers will be distributed for collection of mixed paper only. The following is a list of materials that can and cannot be recycled:

YES

White paper
Junk mail
Newspapers
Magazines
Cardboard



NO

Food waste
Food wrappers
Paper towels
Tissues
Styrofoam

Some departments may also separately collect recyclable beverage containers. Beverage containers should not be placed in the same deskside containers as mixed paper.

Garbage will continue to be collected by Janitorial/Facilities staff at the end of each day.

So, what should you do with wet, food and styrofoam wastes? These items should be placed in the waste containers located in the kitchen, lounge, restroom and central areas to be marked "Wet or Non-recyclable Wastes Only." This waste stream is moved to another dumpster in the basement of Building 1 and hauled to a disposal site. Staff at Building 1 will soon see new signage for deskside recycling and wet waste containers along with a "How To Recycle Guide."

This project would not be possible without the direction and leadership of [insert name] and [ORGANIZATION] 's Board of Directors, along with the coordination of [insert name] and [insert name], and support from the Systems Service staff including [insert name]. Thanks to all [ORGANIZATION] employees who are helping to improve [ORGANIZATION] through the support of this recycling "Tune-up."

Recycle Mixed Paper

Do Recycle:

White Paper

Color Paper

Junk Mail

Newspapers

Folders

Envelopes

FAX Paper

Don't Recycle:

Paper Towels

Tissue

Plastic

Adhesives

Food Waste

Food Wrappers

Styrofoam

The Alameda County Recycling Hotline

For Information About:

- Recycling programs and events**
- Reuse of products and materials**
- Buying recycled products**
- Recycling vendors**
- How to dispose of hard to recycle materials**



The Alameda County Waste Management Authority & Recycling Board is an integrated public agency whose mission is to provide the most environmentally sound waste management program for the people of Alameda County.

**Call: 1-877-STOPWASTE or
Visit: www.stopwaste.org**