

# Going Green at Your Business

## Recycling and Waste Reduction Resources

### Introduction:

This packet of information is designed to help businesses and organizations with their recycling programs. It will help you start up a recycling program, increase current recycling program, reduce resources consumed, lessen the impact on the environment and save money. All businesses and organizations are unique in their operations and this information may be tailored to fit those individual needs.



### Top Reasons for Your Company to Recycle:

- \* Reduce the amount of waste going to the landfill.
- \* Give your company a green image.
- \* Recycling can save your company money!
- \* It is a responsible management of resources.
- \* Recycling today will keep costs lower in the future.
- \* Recycling saves energy and reduces your carbon footprint.
- \* Employees feel better about recycling than throwing reusable materials away.
- \* Future generations will thank you.

### Recycling Infrastructure:

**Hire a Hauler:** If you do not currently have recycling at your facility, you will need to start a service with a hauler. A list of area recycling haulers is included (page 4). Each hauler offers different services and options for collection depending on space availability and the material you generate. Most offices generate a high volume of paper retailers have excess cardboard waste. Choose a hauler that fits your need and that either does not charge for their collection service, or one that even pays you back for your efforts!

#### Questions to ask when choosing a hauler:

1. What is our biggest waste stream? Paper? Cardboard? Mixed recyclables? Plastic? Other?
2. How much space do I have in my loading dock?
3. Can I partner with my neighbors to save space and costs?
4. Do I have enough recyclable material to bail it myself?

#### Collection Container Space:

Each building needs a convenient location to collect the recycling for pick-up. Space is often limited, but keep in mind you may be needing less space for trash. Most haulers will have a variety of container sizes to fit your needs. If space is limited or volumes are low, consider partnering with neighboring businesses.

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## Recycling Infrastructure (continued):

### **Purchase Collection Containers for inside the building:**

The more recycle bins the better! Ideally, every work station and desk should have a personal recycle bin. Every print and copy station should, too. If you plan to collect bottles and cans in addition to paper, there should be additional collection containers for plastic/aluminum throughout the facility, especially in areas of high traffic such as break rooms and cafeterias. If you are collecting cardboard, you should have big collection bins and encourage flattening boxes.

You can purchase personal/desk recycle bins and larger collection bins from a variety of distributors.



## Education:

- **It is essential that your organization educate all maintenance employees who are responsible for collecting waste and recyclables. Be sure recyclables stay separate from trash. Use clear collection liners if necessary.**
- Educate all employees about your new or updated recycling system. Send out emails, a memo or announce your recycling procedures in a newsletter.
- Use signage and labels. Make it evident what materials can be recycled and make it clear where to recycle those items.
- With each new procedure and policy change, be sure to inform and educate employees.
- Display signs that encourage employees to recycle.
- Be sure to advertise to your customers that your company cares, you recycle.

## Form an Internal Waste Reduction Group:

- It is important to have input from a variety of people who hold different positions within your organization.
- Policy and procedural changes more readily occur with buy-in from the top.
- Discuss the best policies for your organization to maximize waste reduction.
- Discuss options for environmental purchasing of supplies.

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## Beyond Recycling: Waste Reduction

### **Paper Reduction**

- Default printers to duplex and create policies to print double-sided documents.
- Do not print emails or other documents unless necessary.
- Share documents electronically and store documents and reports electronically.
- Reduce the amount of materials your print out to distribute at meetings. Instead, email them electronically and post agendas on a projector or dry erase board.

### **Beverage Container Waste Reduction**

- Encourage employees to bring their own durable, reusable coffee mugs and supply visitors with durable mugs, too.
- Install a water filter system and kick the habit of purchasing bottled water. This will save you money, too!

**Be Creative and research options available for other waste reduction measures.**

## Beyond Recycling: Responsible Purchasing

Evaluate your purchases. Consider purchasing supplies that can be reused or recycled and come from recycled material. This is a good brainstorm for your waste reduction group.

- Purchase recycled content paper.
- Purchase copiers and printers that are capable of duplexing.
- Purchase refurbished items such as furniture, electronics and printer cartridges.
- Ask your vendors if they offer any “green” product alternatives.



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# Recycling Haulers in the Region

## Deffenbaugh Industries: Recycling

Deffenbaugh has a new service called “One Earth, One Chance” which provides an eight-cubic yard dumpster for co-mingled materials. Items accepted: plastic bottles, aluminum cans, tin cans, office paper, newspaper, paperboard, and magazines. A separate container is required for significant volumes of cardboard.

Deffenbaugh also provides the eight cubic foot containers for cardboard only. To start a new service, contact the Sales Customer Service department at (913) 631-3300.



## Smurfit Recycling Company

This service provides each location ninety-five gallon containers to collect and sort plastic, aluminum, office paper, cardboard, newspaper and cardboard, depending on your needs. They pick up on an ‘as needed’ basis for a fee, and for some materials they will share profit revenues. To inquire about service contact at 913-236-8000.

## Abitibi-Bowater: Paper Retriever Recycling & Comingled Recycling

This company offers two different services. Each provides an eight-cubic yard dumpster.

The Paper Retriever program is for paper products only, including office paper, shredded paper, newspaper, magazines, and mail. You may also raise money from your tonnage.

Their other program is for co-mingled recyclables including plastic bottles, aluminum cans, tin cans, office paper, newspaper, paperboard, and magazines. To begin service, contact Gerri Woodward at (913) 749-2568.

## Batliner Paper Company

This company specializes in serving commercial and industrial customers with collection and pick-up programs for recyclables including office paper, newspaper, aluminum, plastics, films and cardboard. The collection containers available are custom designed for each individual customer. They will provide the bin and pay you a percentage of their revenue. Contact: (816) 483-3343.

## Missouri Organics

If you are interested in composting food waste this company will provide you with bins and appropriate collection frequency. To inquire about service call: (816) 483-0908.

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