



# GREEN BUSINESS Toolkit

## RECYCLING AND WASTE REDUCTION RESOURCES

JOHNSON COUNTY, KS

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 ORGANIZATION TO RECYCLE:

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

### Conduct a waste evaluation:

- What is our biggest waste stream? Paper? Cardboard? Plastic? Mixed recyclables? Other?
- How much recyclable material do we generate?
- How much space do I have in my loading dock/parking lot?
- Do I have enough recyclable material to bail it myself?

### 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 while 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.

### Storage Space:

Each building needs a convenient location to collect and store recyclables in between pickups. 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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### Collection Containers for the Workspace:

The more recycle bins the better.

- Every work station and desk should have a personal recycle bin.
- Every print and copy station should have paper recycling collection bins.
- If you plan to collect bottles and cans separately from paper, there should be additional collection containers for plastic/aluminum throughout the facility.
- Collection containers should especially be placed in areas of high traffic such as break rooms, cafeterias and lobbies.
- If you are collecting cardboard, you should have big collection bins and encourage flattening boxes.



You can purchase recycling collection bins from a variety of distributors.

### Proper Signage

Signage is crucial to success. Clearly label every recycling collection container. Make it evident what materials can be recycled and make it clear where to recycle those items. Universal recycling signs are available through this website: [www.recycleacrossamerica.org](http://www.recycleacrossamerica.org).

### Train Maintenance Personnel:

It is essential that organizations train custodial employees who are responsible for collecting waste and recyclables. Be sure recyclables stay separate from trash. Use clear collection liners if necessary. If individual employees are responsible for their own trash removal, than they should be trained on the recycling program, too. Do not assume that everyone already knows how to recycle.

### Educate Staff and Customers

- Educate all employees about your new or updated recycling program. Send out emails, a memo or announce your recycling procedures in a newsletter or staff meetings.
- Display signs that encourage employees to recycle.
- Be sure to advertise to your customers that your company cares, you recycle.
- It is important to have input from a variety of people who hold different positions within your organization.
- Discuss the best policies for your organization to maximize waste reduction.

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### 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.

### Waste Reduction: Beverage Containers

- Encourage employees to bring their own durable, reusable coffee mugs and water bottles. 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.



### Responsible Purchasing

Evaluate your purchases. Consider purchasing supplies that can be reused or recycled and come from recycled material.

- 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.

### Additional Recyclable Items to Consider

**Electronic waste** - computers, cell phones, printers, fax machines, cameras, and all electronic accessories can be recycled. Consider contracting with a vendor to manage ewaste or self-haul it to a recycling location.

**Fluorescent bulbs** - compact fluorescent light bulbs and tube fluorescents are recyclable. Programs are available for small and large quantity generators.

**Rechargeable batteries** - these items can be collected and shipped for free through various battery recycling vendors. They accept a number of rechargeable batteries such as button batteries, power tool batteries, cell phone and computer batteries and more.

**Packing/shipping materials** - if you generate a lot of waste from packaging and shipping items, find ways to reuse the material over and over. Also talk to distributors about ways to partner on reuse.

**Glass** - the local recycling company Ripple Glass offers a program for high volume generators of glass. Glass can also be collected and dropped off at a community drop off location in the Metro.

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# RECYCLING HAULERS IN THE REGION

**Be sure to check with your current waste removal provider to see about their recycling programs. There may be more recycling programs available than listed below.**

## **Batliner Paper Company**

This company specializes in serving commercial and industrial customers with collection and pick-up programs for recyclables. The collection containers available are custom designed for each individual customer. Call for service, (816)483-3343.

## **Deffenbaugh Industries Inc.**

Deffenbaugh provides the eight cubic foot containers for co-mingled recyclables and cardboard only containers. They also have recycling carts to accommodate smaller spaces. Call for service, (913)631-3300.

## **Eco-Rewards**

This company offers an 8 cubic yard collection container for co-mingled recyclables including plastic bottles, aluminum cans, tin cans, office paper, newspaper, paperboard, and magazines. They also have a paper only collection program. Call for service, (913)722-9022.

## **Midwest Shredding**

Midwest Shredding offers services including confidential record destruction and commercial recycling of paper, plastic and aluminum. Call for service, (816)471-6720.

## **Recycle Works**

Recycle Works offers businesses recycling and paper shredding solutions. They collect paper, plastic and aluminum. Call for service, (913)766-5865.

## **Republic Services, Inc.**

Republic Services offers commercial recycling programs. Call for service, (816)254-1470.

## **Rock Tenn**

This company offers programs with ninety-five gallon carts to collect and sort plastic, aluminum, office paper, cardboard, newspaper and cardboard, depending on your needs. Call for service, (913)236-8000.

## **Missouri Organics**

If you are interested in composting food waste this company will provide you with bins and appropriate collection frequency. Call for service, (816)483-0908.



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