



# YES, You can start a Recycling Program at Work!



**Consider the following steps to initiate a recycling program at your office or business.**

- ☑ **Identify what you can recycle.** The first thing to do is identify what is thrown away that could be recycled. See the list below for “**Typical Office Recyclables**”. Once you’ve decided what materials you will collect for recycling, consider how you will collect them and arrange for recycling.

*Typical Office Recyclables are:*

- *Office Paper*
- *Newspaper*
- *Magazines*
- *Boxes – corrugated*
- *Paperboard Packaging*
- *Glass, plastic and aluminum beverage containers*
- *Electronics (i.e. pagers, cell phones, and computers)*
- *Printer cartridges*

- ☑ **Choose a recycling collector.** Often your garbage contractor can also be your recycling contractor; ask them. Or review the list of Permitted Solid Waste Collectors at the County’s website [www.loudoun.gov/collectors](http://www.loudoun.gov/collectors) and choose a recycling collector. If this is not an option, the County maintains Recycling Dropoff Centers located throughout the county which can be used. Visit [www.loudoun.gov/recycle](http://www.loudoun.gov/recycle) and choose “Recycling Center Locations and Materials Accepted” for locations and accepted materials. For a list of suggested questions to ask your recycling contractor, [click here](#).
- ☑ **Organize collection procedures inside of the office/building space.** This may require purchasing containers for the collection of recyclables and should be discussed with your recycling collector. Recycling programs are more likely to

succeed if the labeled collection containers are placed close to the source of generation. For example, place paper collection bins close to where paper is generated (office desks, copiers, printers, fax machines); and, place commingled collection containers in the food prep or eating area. Remember, the easier it is to recycle, the higher the participation rate will be. For more guidance on selecting containers visit [www.loudoun.gov/recycle](http://www.loudoun.gov/recycle).

- ☑ **Place Signs and Labels near the collection containers.** It is very important to clearly mark all collection containers, making it difficult to contaminate the recyclables. Clearly mark all recycling bins with the types of materials that can and cannot be recycled. Ask your recycling collector for signs to place on bins or labeled containers or make your own.

*Your may want to establish a Green Team or Recycling Coordinator to implement, manage, and promote your office or business recycling program.*

*If it's easy to recycle – more people will participate!  
So make it easy and use good signs and provide clear information.*

- ☑ **Education and Communication are keys to success!** Regardless of whether you use a recycling collector or a County Recycling Dropoff center; employees and cleaning staff need to know what can and cannot be recycled. Use staff meetings, newsletters, bulletin boards or e-mail to inform employees. Use posters and stickers as reminders. Communicate and post the requirements and elements of your recycling program to all employees, remind them periodically of the responsibility of recycling. Also celebrate the success of the program. Consider monitoring the amount and type of materials recycled and the reduction of the amount of waste generated.

## **Other items to consider while designing your recycling program:**

- ☑ **Concerned about confidentiality?** There are some recyclers that guarantee confidentiality by shredding your paper, either on or off site. Again, check the list of permitted solid waste collectors at [www.loudoun.gov/collectors](http://www.loudoun.gov/collectors) and check Table 6 “Recycling Services Only” for paper shredding companies.
- ☑ **Consider placing a recycling collection container outside.** If the recyclable material is paper and/or cardboard and you are sharing the recycling collection program with other tenants or businesses, you could share a recycling paper/cardboard recycling collection container. Your recycling contractor should provide this container and have suggestions on the type and size.
- ☑ **What else could you do to reduce your waste stream?** Recycle toner cartridges, batteries, cell phones, electronics and other recyclable materials. Check [www.loudoun.gov/recycle](http://www.loudoun.gov/recycle) for more ideas.
- ☑ **Consider implementing source reduction programs** such as 2-sided printing and bulk purchasing. Support recycling and purchase recycled content products. For more information visit the EPA’s website [www.epa.gov/wastes/conserve/tools/cpg/](http://www.epa.gov/wastes/conserve/tools/cpg/)

### **Businesses are required to recycle under Loudoun County Codified Ordinance Chapter 1086 “Solid Waste Reduction and Recycling”.**

In accordance with §1086.07(c) a business is required to separate from its waste stream at least one principal recyclable material (PRM) that such business generates annually in the greatest quantity. PRM means paper, metal (except automobile bodies), plastic, glass, yard waste, wood and textiles. PRMs do not include large diameter tree stumps (tree stumps larger than six inches in diameter).

For businesses located in multi-tenant commercial properties that do not manage their own solid waste, the PRM shall be determined on the basis of the property’s combined waste stream.

Businesses are responsible for educating their employees on the recycling requirements and providing written notification of the recycling requirements and components.

### **Several questions to ask your recycling collector:**

- What type of recyclable materials do you collect?
- Will you help me determine what type of collection system will work best (i.e. individual containers and a central recycling collection area or just a recycling collection area)?
- Will you help me determine the number and size of containers and the placement of the containers?
- Will you suggest a collection schedule that fits my business?
- What is the minimum amount of materials required for pickup?
- Do you provide “scheduled” pickup or “on call” pickup?
- Will you pay for our recyclable material? If so, what pricing structure will be used and what is the frequency of payment?
- What is the allowable level of contamination?
- How will I be notified if the recyclables are too contaminated?
- Will you pick up from within the office or only from outside at the curb or loading dock?
- Will you maintain the recycling collection containers making sure they have proper lids and labels?
- Will you provide recycling containers for inside my business?
- Are you willing to sign a long-term (one-year or more) contract?
- Can you provide a tonnage report on the amount of recyclable collected annually? By each material?
- Do you have a permit from the Loudoun County Department of Construction and Waste Management to act as a solid waste collector in Loudoun County?