



## Tips for Improving Recycling

1. Know your stake holders.
  - a. Create a list of key stakeholders: (these are only a few and may differ at your business).
    - Office manager
    - Office Staff
    - **Custodians.** Custodians are crucial to the success of program.
2. Know the waste stream.
  - a. Arrange for formal waste audit and assessment from Marin Sanitary Service (MSS).
3. Know your service.
  - a. Find out the following:
    - collection dates, times, schedule;
    - the dumpster/cart/bin sizes and quantity;
    - where waste/recycling bins are located for pick up by MSS
4. Know how waste flows in your organization.
  - a. Do people in your business know who is responsible for getting the garbage cans and recycling bins from the office to the curb for pick-up?
  - b. Do those responsible know how and why it is important to empty these bins into the correct MSS curbside pick-up containers?
  - c. Are there recycling bins next to every garbage can?
    - These are sorting stations. If there is only a trash can, everything will go in it.
  - d. Are there clear signs to show what goes in each container?
    - Picture signs make it easier for people to do the right thing. You can download signs for your business from our website at [www.marinsanitary.com](http://www.marinsanitary.com)
5. Recruit volunteers and form a Green team. Ideally, this team will be comprised of a representative from each of the stakeholders.
  - a. Meet regularly to plan your program.
  - b. Set clear goals.
  - c. Make sorting stations. Educate everyone.
  - d. Reward those who are helping to make it work.
  - e. Evaluate your program at least yearly.
  - f. Make changes as necessary.

At Marin Sanitary Service, we want to help you create and implement a successful recycling program. Call our Commercial Recycling Department today—415-485-1702 or visit our website at [www.marinsanitary.com](http://www.marinsanitary.com) and go to Commercial Recycling.