

## 10 Steps To Improve Recycling At Work

1. Understand your waste streams. Understand all regulatory considerations; who is responsible for each internally, who takes it out to trash enclosure, what are the policies and procedures, and who is your resource hauler. Check your hauler's website for information.
2. Measure the current waste generation. Look at your waste bill. Establishing a baseline against which future reductions will be measured is an important first step in tracking progress.
3. Complete a facility-wide waste operations assessment. Internally, assess waste and recycling container placement, color coding, and labeling. Poorly placed, unlabeled containers will ensure contamination.
4. Always set up garbage cans next to recycling cans, and have compost containers in kitchens.
5. Build teams, get leadership support, assign dedicated resources. Create a green team with representatives from all departments that share responsibility for the purchase, management and education of all employees.
6. Set goals. It is important to set goals for waste minimization and integrate them into a meaningful and achievable waste management plan.
7. Develop strategic action plans for improvement.
8. Ensure regulatory compliance across all waste streams. Adopt integrated waste management policies and procedures for each and every waste stream.
9. Track, measure, and report. It's important to begin to track waste reduction measures for several reasons: (1) to verify they are meeting the intended goal, (2) to track cost and operational savings, (3) to monitor staff satisfaction, and (4) to report on all of these successes, or failures, to inform your next steps. Use newsletters, regular reports to leadership, e-blasts and other communication channels to keep staff informed of your collective progress.
10. Train, educate, and celebrate. Users must be educated on the reasons for any changes, trained on work practice changes, and informed with ongoing feedback to how the action plan's progress is meeting the goals. Training and education include posters, information sharing in newsletters, e-blasts, and a variety of media. Informed staff are engaged staff. Recognizing individual and collective efforts through awards also provides opportunities to celebrate and communicate the valuable work being accomplished. Don't let a success go unrecognized.

