

## BERKLEY & PLEASANT RIDGE BUSINESSES STEPS TO RECYCLING WITH SOCRRA

How do you recycle at work?

You see the value. You realize that recycling may even save you money. By diverting the recyclables from the waste, you may reduce the size of your trash receptacles and the number of times a week that the trash is picked up. You want to show the community that you are committed to recycling. You know that recycling is the right thing to do. You have everyone in your building on board.

Now what?

1. How much material do you have that can be recycled? SOCRRA will help you figure out how much recyclable material can be collected. Through May 2011, SOCRRA will provide you with free bins and carts to store your recyclables outside. SOCRRA will collect your recyclables weekly free of charge. SOCRRA will give you materials that show what can go in the free bins and carts.
2. Where will you collect the recyclables? Pick a place to put recycling containers in your building so that employees have easy access to recycle. You can repurpose trash cans and cardboard boxes for collection. We have stickers that you can use to label your recycling receptacles. Consider putting a recycling container next to each trash can. Also consider reducing the number of trash cans. For example, remove the trash can from the copy machine and replace it with a recycling container. Find a convenient place outside your building for your free bins and carts. You want employees and the hauler that picks up recyclables to have easy access.
3. How will you communicate the recycling plan to employees? You can send email reminders, post signs at the recycling receptacles, and have an employee meeting. Training will help encourage and sustain employee involvement.
4. How will you know if your recycling program is working? Monitor the program. Quantify the successes of your program. Consider the amount of resources saved, pollution prevented, or dollars saved for your company.

Some Ideas include:

- Measure the reduction of trash. (Did you reduce trash container size or reduce the collection frequency?)
- Measure the number of recycling bins and carts that are collected each week.
- Look in your trash for any items that could be recycled. If you see anything recyclable, then you have room for improvement.

REMEMBER, IF YOU CAN RECYCLE IT AT HOME, YOU CAN RECYCLE IT AT WORK!

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