

Why Recycle?

For businesses, being wasteful can also mean wasting money. Implementing a recycling program can help reduce your waste and your bottom line!



How Does it Work?

SOCRRA offers recycling collection for businesses located in one of their twelve member communities: Berkley, Beverly Hills, Birmingham, Clawson, Ferndale, Hazel Park, Huntington Woods, Lathrup Village, Oak Park, Pleasant Ridge, Royal Oak, and Troy.

Businesses may recycle the same materials collected through SOCRRA's residential curbside recycling program. For a complete list, please visit www.socrra.org.

Businesses are required to use SOCRRA carts or bins for the collection and storage of recyclables. Businesses are responsible for the purchase of the carts or bins. SOCRRA will sell the carts and bins at cost to businesses (about \$60 per cart and \$12 per bin). The number and size of containers is based on the information from the Start-up Questionnaire.

SOCRRA provides once a week collection of recyclables, **free of charge**, to participating businesses. The recyclables are collected by the same trucks that pick up from residential homes in the area.



Start Recycling Today! Start-up Questionnaire

Please answer the following questions to the best of your ability. This will assist SOCRRA in determining your recycling needs. Please return this form to SOCRRA by faxing to (248) 435-0310 or email kbever@socrra.org or call 248-288-5150.

What type of business or institution?

- Office
- Restaurant/Bar/Food
- Retail
- School
- Church
- Medical office
- Other (please describe): _____

What size is your dumpster?

- 2-yard
- 4-yard
- 8-yard
- Compactor
- No dumpster; we set bags out.
- Other (please describe): _____

How often is it serviced?

- Once per week
- Twice per week
- Daily
- Other (please describe): _____

What types of materials does your business generate?

- Paper
- Cardboard
- Metal
- Plastic containers
- Glass bottles and jars
- Other (please describe): _____

How many employees at your location? _____

If you had to estimate, how many curbside sized recycle bins would your location require to fit all of the recycling generated?

Name

Address

Phone

Email



Recycling Works!

SOCRRA's Business Recycling Program



(248) 288-5150

www.socrra.org

Seven Steps to Starting a Program at Your Business


Follow these steps to starting a recycling program at your location.

Step 1: Get management support

Get management's support for your recycling program to ensure it will be successful. Highlight the importance of recycling and show your management how a recycling program will benefit your company by:

- Saving money through avoided disposal costs
- Improving the public image of your company by saving natural resources
- Improving employee morale—everyone wants to 'do the right thing'—recycle!

Step 2: Determine what materials to target for recycling



Look at your company's waste stream for recyclable material. Walk through different areas of your facility and observe where and how materials are generated in your business. The most commonly targeted materials are paper, cardboard, cans and bottles, but don't overlook pallets, packing material, and office equipment. If you find materials that aren't recyclable, try to find ways to prevent them from being thrown away in the first place!

Start at a feasible level. Focus your recycling program on the largest volume of waste materials being thrown away. For example, if you work in an office, start by setting up a program to recycle paper and cardboard. After your initial program is working well, add recycling programs for other materials in phases. Build on your successes over time.

Step 3: Find a recycling company to collect the materials

Done! SOCRRA provides free collection to businesses located in one of the 12 member communities. To receive the free collection, businesses are required to purchase and use SOCRRA's carts or bins (average cost per cart is \$60 and per bin is \$12). To get started, complete the Start-up Questionnaire on the back and send to SOCRRA.



Step 4: Decide where to place recycling collection containers

Recycling containers should be placed wherever materials are generated. Usually this means at each work station and at centralized locations throughout your facility, such as next to copiers and printers or in break rooms. A good rule to follow is this:

wherever there's a garbage bin, place a recycling container next to it. Prominently label the containers to avoid confusion.




Decide how materials will be moved out of the facility for pick-up by the recycler. It is very important to involve your custodial service in this process. Getting their input and buy-in is crucial to the success of your program. Point out that, in most offices, after a paper and cardboard recycling program has been implemented, there is very little "garbage" remaining.

There are a variety of options for collecting material in a facility. These are some methods that other companies currently use:

1. Custodians collect garbage and recyclables from each work station, either daily or on alternate days.
2. Employees take recyclables to centralized location, and custodians take garbage from work station.
3. Custodians pick up recyclables and employees empty their own garbage.

Step 5: Educate the employees



Train everyone on your new recycling program! Write a recycling kick-off memo or e-mail all employees to educate them about your new recycling program. Education can also be achieved through motivational posters and progress reports. Make sure your recycling program is part of new employees' orientation training. Don't forget to educate the custodial staff as well.

Provide incentives and reward participation. Generate enthusiasm for your recycling program by distributing promotional items to those who participate. Reminders about the program should be sent out periodically to maintain participation.

Step 6: Monitor the program

Monitor your recycling program and highlight positive results in your company newsletter or e-mail your employees to let them know about program successes.

Monitoring the recycling program has important benefits. First, it can help you determine where improvements, if any, are needed. Also, it helps show the program's success, and thus build momentum among upper management and employees. In most cases, precision is not necessary and reasonable estimates of recycled material can be very useful for gauging progress.

Quantify the success of the program as amount of resources saved, pollution prevented, or dollars saved for the company. Remember that for every ton of paper your company recycles, 17 trees are saved. Some companies list the number of trees their company has saved on an annual basis in their newsletter or e-mail.

Step 7: Promote other waste reduction ideas in your company

Promote waste prevention and re-use of materials and encourage the purchase of recycled-content supplies.