

Guide to Recycling

The background of the cover is a collage of images. The central image is an office scene with a person sitting at a desk, surrounded by papers, a computer monitor, and a printer. To the left, there is a vertical strip showing a young child's face. To the right, there is a blurred image of a person walking. A large, semi-transparent recycling symbol is overlaid on the office scene.

Gainesville
Offices and Institutions

Why Recycle?

Everyday each one of us generates garbage — in our homes and in our workplaces. Recycling is a wise alternative to sending heaps of garbage to the landfill, especially for easily recyclable products such as paper, cardboard, glass, aluminum and steel. Recycling saves natural resources, landfill space and helps avoid disposal costs. As public awareness concerning the importance of recycling continues to grow, many customers are choosing businesses

which are environmentally responsible. In addition, if properly implemented, a recycling program can provide bottom-line savings.

It's Mandatory!

The City of Gainesville passed an ordinance which made commercial recycling mandatory effective on January 1, 1997. Since that time, the City Recycling Office has continued to inform businesses and commercial properties of the steps that must be taken to bring each business into compliance with the city ordinance.

This brochure is designed to assist offices and institutions in the development of simple and successful recycling programs.

What Materials Should be Recycled

Generally, recyclable materials are those that:

- Can be cleanly separated from the waste stream,
- Make up a significant portion of the waste stream, and
- Can be transported to a processor or buyer at low cost.

The City of Gainesville Mandatory Recycling Ordinance requires businesses and institutions to recycle:

- **Corrugated Cardboard**
- **Office Paper**
- **Newspapers**
- **Metal Cans**

If these items comprise 15% or more of your business' waste stream, these materials must be recycled.





Starting Your Program

Ensure commitment from the corporate office, local management and custodial staff. Appoint an enthusiastic, dependable recycling coordinator to help develop and monitor the recycling program. This person will need to work with all levels of staff, as well as vendors, contractors and the general public.

Contact Your Hauler

You may either transport your recyclable materials to a collection center, or with large volumes of recyclables, you may contract for collection services.

The City of Gainesville Recycling Office can give you a list of recycling centers and service providers. There are several important questions to ask...such as what grades of paper will be accepted and what is the minimum amount of paper necessary for your business to receive collection service? Is collection based on a schedule or on-call pickup?

Much of what is thrown away in an office can be easily recycled. It is important to understand the various types of paper used in your office in order to recycle effectively.

Computer Paper - Continuous paper which is either greenbar or solid white paper. Usually printed on by an impact printer.

High Grade Office Paper or White Ledger - white office paper in single sheets, including white computer paper, copy paper, letterhead, white notebook paper, note pads and most envelopes. Ink color is not important.

Colored Ledger - same as white ledger but the paper and/or ink are heavily colored.

File Stock - includes boxes of old files that are being purged. May include manila or colored file folders, carbonless paper, file cards, etc.

Mixed Office Paper - any combination of the above grades including phone books, brown envelopes and newspapers.

Corrugated Cardboard - Can be easily separated from other materials for recycling; due to its bulk, cardboard can significantly reduce the amount of waste requiring disposal. Boxes, paper grocery bags and brown envelopes are in this category.



Strategically Place the Recycling Containers

Review the layout/floor plan at your place of business. Identify storage space, equipment and employee/customer traffic patterns for all areas. Recycling container placement and recyclables collection and storage should maximize usage and ease. For example, recycling containers should be located near copy machines. Involve employees in these decisions as they will be key to the success of the recycling program.

Storage of the recyclable materials may be necessary until the scheduled collection day. When choosing a storage area, be sure it is easily accessible, adheres to local fire codes and is large enough. If the recycling containers need to be placed outside for collection, be sure they do not block traffic and a passerby cannot use your container as a trash receptacle.

Promoting Your Program

Continual promotion and education of employees is critical to the success of your program. Begin with a kick-off memo from upper management showing full support. Brief training sessions should follow to explain the benefits of the program, materials to be recycled and employee responsibility. New employee orientation should include the company's recycling program. Encourage employee suggestions and promote any changes through bulletin boards and paycheck inserts.



Recycling Program Checklist

- If your office is located in a multi-unit building, ask the property manager if each individual business is responsible for their own recycling program or if an overall recycling program is offered.
- Obtain management's commitment and support, both from the corporate office and from the local manager.
- Appoint a recycling coordinator for your business.
- Determine what to recycle.
- Involve employees in planning. Make it their program.
- Select a certified hauler or arrange for transport of recyclables to a certified recycling center.
- Negotiate adjustments in your waste disposal contract if possible.
- Place clearly marked collection containers in work areas and customer areas, if needed.
- Kick off your program with an official ceremony or memo from management. Continue to promote your recycling program to employees.
- Monitor and evaluate the program.



Waste Prevention

Waste prevention can save your company money through lower purchasing and disposal costs. Avoiding the generation of waste reduces the burden on disposal facilities, conserves natural resources, and often reduces pollution. Below are some waste reduction ideas for your business.

- Make double-sided copies.
- Circulate memos rather than making multiple copies.
- Use electronic mail whenever possible.
- Share reports, periodicals and magazines.
- Use scrap paper for notes and message pads.
- Buy in bulk — it reduces excess packaging.
- Request employees bring a reusable mug or cup to work.
- Reuse cardboard boxes.
- Use fax machines that use plain paper.
- Store data on computer disk instead of paper files.
- Buy or lease durable and repairable equipment.

The Importance of Buying Recycled Content Products

Purchasing products made from recycled materials is an essential part of a successful recycling program. Recycled content products are of high quality and can be competitively priced compared to virgin products. By purchasing recycled products, a market is provided which is necessary to close the recycling loop.

Think "Green"

Environmentally-responsible (or green) offices include recycling, energy and water conservation, and waste reduction into their daily operations and purchasing practices. Advantages for "green" operations include:

- Less pollution,
- Reduced operating costs,
- Increased profitability, and
- Stronger customer loyalty/preference.

Recycle



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