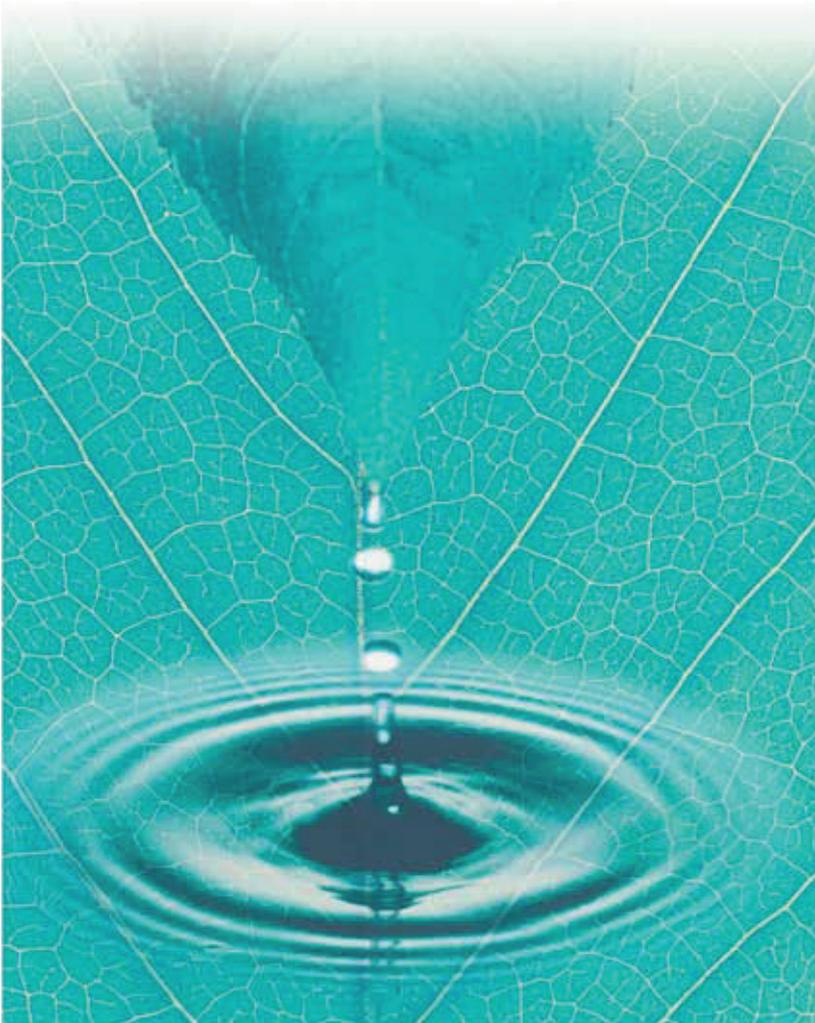




Multi-Purpose
RECYCLING BINS
PTY LTD

RECYCLING: It starts with you

A Guide to Recycling at Work





What gets Recycled

Australia remains a high achiever in residential and industrial recycling but lags behind in Office paper recycling with an estimated level of only 12-15% which compares with 45-72% in the northern hemisphere! This means that around one million tonnes of Office paper goes to landfill each year.





Steps to Workplace Recycling

1 Gather the Facts

ASSESS THE WASTE FROM YOUR OFFICE

Conduct an audit to determine the volume and types of materials that are recoverable or recyclable. For most offices this will mean a variety of papers. An audit also provides information about where most of the recyclables are generated in the office. Your purchasing officer can give you details of paper purchased (**a carton of copy paper weighs 12.5 kilos**).

TARGET MATERIALS FOR RECYCLING

Identify all materials that are potentially recyclable (**see typical office recyclables chart**). Evaluate how much can be recycled and how recyclables might best be separated for collection. Target those materials that are most abundant in the recycling stream and would be the easiest to separate for recovery. In most offices, paper is the most abundant and the easiest to start with, followed by cardboard, newspapers and magazines.

TALK TO YOUR WASTE CONTRACTOR

Your waste/recycling company can provide information about the types of materials they accept for recycling. Work with them to determine how recycling specific materials might impact your current waste contract, services and costs.

It may not be practical to recycle everything due to space for receptacles. Your office or building access may be limited or location may be too far from a secure and certified processing facility.

Many items can be reused such as cardboard folders, lever arch files, A4 plastic sleeves etc. Take a common sense approach to recycling and if in doubt leave it out as many items are not suitable for recycling and may damage recycling and/or shredding equipment (**see keep it clean**). If your company is a building tenant request the owner or management company to contact www.recycling-bins.com.au for guidance and, in turn their Alliance Partner will provide advice. Smaller companies may also consider available drop off centres or courier services for all data destruction.

www.allexpressdestruction.com.au

SPECIFIC ISSUES TO DISCUSS WITH YOUR RECOVERY CONTRACTOR

Which materials can be recycled most cost effectively?
What grades of paper are handled and what is the minimum amount required for pickup?
How will material need to be collected?
What are the common contaminants for each material?
Will we be notified if material is not accepted because of contamination?
Will we receive updates on the quality and quantity of materials collected?
Will additional receptacles or other equipment be required for the collection of recyclables?

TYPICAL OFFICE RECYCLABLES TO SORT INTO SEPARATE STREAMS. Paper ain't Papers

OFFICE PAPER RECYCLING STREAM – SECURITY DESTRUCTION SERVICE

- Business and employee records
- Copy Paper
- Letterhead
- Notebook paper

CARDBOARD STREAM

- Newspapers
- Magazines
- Cardboard (corrugated) boxes
- Paperboard packaging
- Manilla file folders
- Envelopes, including window-faced; gold kraft

CO-MINGLED BEVERAGE ITEMS

- Glass, plastic, and aluminium beverage containers
- Packing materials (e.g. bubble wrap)

E- WASTE STREAM

- Electronics (e.g. computers and mobile phones)

PRINTER CARTRIDGES STREAM

- Recyclable toner cartridges

2 Design a Program - Keep it Simple

GET MANAGEMENT SUPPORT

Gain the support of your organisation's management for the implementation of a recycling program. Before going to management, arm yourself with information and data that shows the program's value and a need to improve an existing recycling program.

Focus on costs, impact on productivity, staffing, environmental benefits, and positive public relations. Request one individual (a 'champion') is assigned responsibility for the program. Gain the support of other leaders within the organisation to help your champion build and maintain the recycling program.

ORGANISE COLLECTION PROCEDURES

To improve participation and the quality of recyclable materials collected, create convenient and efficient methods for collecting recyclables. Providing the correct opportunity for staff to participate makes recycling work. When designing collection procedures or attempting to improve the current recycling program, consider:

Containers – Determine the size and number of containers required to implement the program. A Multi-Purpose Recycling Bin at each desk is optimal with a centralised "wheelie" bin for consolidation. Designate various "wheelie" bins for different materials to help prevent contamination of recyclables.

Collection Locations – Space permitting, have at least one common area collection container for every 15-20 employees. Locate containers in common areas near copiers, in mail rooms, and at printer locations. Consider fire regulations that may affect paper storage.

Signage – Post signs on bins and above collection containers indicating materials acceptable and materials that should be omitted. Use pictures or other visuals when possible.

Employee Participation – Collection procedures should be as simple as possible to improve employee participation and to allow for the most effective separation of recyclables.

Cleaning Staff – Determine who will be responsible for moving recyclables from offices to collection locations and eventually to large recycling containers. In most cases cleaning staff will be responsible for some or all of these processes. Cleaners need to be re-contracted and both cleaners and staff need clear guidelines in these new processes.

KEEP IT CLEAN

To ensure office paper is able to be recycled, keep contaminants out during collection. Common contaminants include:

- Food and items covered with food, such as cups, plates and wrappers
- Tapes, glues, and adhesive labels
- Medical or hazardous waste
- Specialty papers, e.g. photographs, blueprints, and foil decals
- Deeply dyed papers (dark and neon)
- Windowed envelopes, computer disks, slides, transparencies, rubber bands, and metal fasteners
- Glass, aluminium, and plastic packaging

START IT UP

For small organisations, it may be possible to start the recycling program immediately. For larger companies, begin with a short pilot, or test the program in one department or floor. This will help iron out any problems before full implementation.

- **Pilot test** the recycling program in a small area or division of the organisation. Check collection procedures, answer questions about what's accepted in the program, and monitor custodial staff. Resolve problems ahead of time to streamline the process before expanding to the entire company.
- **Phase-in** the program one department or floor at a time. If your organisation is large, begin with a floor a week or each month to ease into the program. This is also an opportunity to monitor employee response and gauge the amount of recyclables collected.
- **Plan a kick-off event.** When you're ready to begin the program, start with a bang. Be sure to include management in the event. Ensure all employees understand the program, use a variety of communication tools to convey the message such as email, posters and talks.

3

Engage and Coach Employees

Employees make a recycling program happen and therefore are its most valuable asset. Educate employees, talk up the recycling program, and get the word out. Communicate positively, clearly, and often. Consider these tips:

- **Use “recycling champions”** – Identify employees that are enthusiastic about the program and let them help you sell it to the other employees.
- **Set up recycling teams** – Form teams among departments, floors, or organisational divisions. Organise competitions to determine which team is recycling the most. This will help spread the word about the program and generate enthusiasm.
- **Include information in employee orientation materials** – Incorporate the organisational recycling guidelines into new employee orientation materials and presentations.
- **Use a variety of communications tools**



- **Create incentives** – Motivate employees with contests and rewards for achieving recycling goals.
- **Monitor recycling bins regularly** – Inspect bins, create a system to remind employees about contamination, and praise employees for a job well done.
- **Repeat** – Circulate communications frequently about the recycling program and help reinforce employee recycling behaviours.

4

Measure and Share Results

Track results to show the merits of recycling and motivate employees. When management and employees see progress, momentum for the recycling program will take off. Achieving recycling goals, lowering costs, realising environmental benefits, or improving participation are all opportunities to illustrate program successes.

KEEP TRACK

Track the amount recycled for each material. Work with your collector to gather this information regularly, such as monthly. Use a database or other system to record and store data. Specific information gathered should include:

- **Quantity of recyclables collected by material** – The amount is typically reported in kilograms or tonnes, although measuring kilograms can also be meaningful and may be more realistic for your office. Totals by floor, department, or other division may be useful.
- **Quality of recyclables collected** – Excess contamination can cause recyclables to be unusable to potential manufacturers. Request feedback on the amount and types of contamination from the recycler. Incorporate this into the employee education program.

- **Additional costs or cost savings to the business** – More material going to recycling rather than disposal may lower overall transport costs. Be sure to also monitor any costs associated with operating the program including OH&S and security issues.

COMMUNICATE RESULTS

Spread the word about program achievements to:

- **Employees** – Success is a great reward. Watching the recycling program grow, reaching goals, and creating benefits will motivate employees to participate.
- **The community** – Announce the recycling program to the community and show the organisation’s commitment to the environment. Provide regular updates about program success through media articles and local recycling events. Include the recycling initiative in the organisation’s printed materials and on the website.
- **Nationally** – Enter the organisation’s recycling program in a state or national competition to bring additional recognition to the program’s best practices and results.

CONTINUAL SUPPORT

- Email recycling tips and reminders
- Post or distribute flyers
- Organise organisation-wide or division recycling education seminars
- Post signage in and around employee common areas
- Include recycling information in the organisations website, newsletter, or other internal communication
- Arrange a “bag lunch / morning tea” presentation and invite the recycling company

5 Keep it Up

SUSTAINING A WORKPLACE RECYCLING PROGRAM TAKES ONGOING EFFORT

Make it fun – Create incentives and rewards to motivate employees.

Keep up communication – Employee education is an ongoing activity.

Don't let up - Keep it short, positive and engaging.

Make adjustments as necessary – Things will likely change as the program grows. Build in flexibility. Communicate any changes to employees and the reason for specific changes.

Seek employee input – Survey employees about the program. What's working? What's not? What would improve participation? Recognise employees that provide exceptional efforts to the program.

Set achievable goals – Reaching goals and setting new ones builds progress and movement into the program.

Include everyone – Ensure that the program is not dependent on one “champion” to succeed. A recycling program needs the participation of all employees.

WHAT ABOUT SHREDDED OFFICE PAPER?

For security reasons many organisations shred some office papers. Shredded paper should also be recycled with your paper recycling contractor.

THINGS TO CONSIDER

PROPERTY MANAGEMENT

Organisations that share an office building with other tenants will likely need to work with a property management or leasing company to plan a recycling program, as these entities typically contract with the recycler. Property management would participate in program planning and help market the program to other organisations operating in the building.

CLEANING STAFF

Cleaning staff is critical to the success of a recycling program. Ensure that management clearly outlines their role in the program and communicates roles and responsibilities to cleaning staff. Build ongoing training into the program for building maintenance personnel and the like who will be directly involved in the recycling collection initiative.

COMMUNITY PARTNERSHIPS

Reach out to the local recycling community and get their help. Assistance from community and business leaders that have experience and knowledge about workplace recycling will vastly enhance the value of your program. They can also be great advocates.

FIND THESE TOOLS ONLINE

As you get ready to begin your recycling program you may want to see the online recycling resources provided by Multi-Purpose Recycling Bins, its member companies and your local recycler. To get your workplace recycling program off the ground, visit www.recycling-bins.com.au for help with:

- Conducting a recycling audit
- Negotiating with your collector
- Securing company management support
- Communicating to employees
- Locating paper recycling statistics

