

# Commercial/Institutional Recycling Program Implementation Guide and Assistance Program



York County Solid Waste Authority



## **STEP ONE: Assemble a Recycling Team**

Your recycling team for your business or institutional establishment should include all key players such as upper management, representatives from all departments and custodial staff. Comprehensive commercial and institutional recycling teams foster the most successful and sustainable recycling programs.

## **STEP TWO: Conduct a Waste Audit**

Assess the waste stream to identify the quantity, types and origins of waste in your business or institution. Include ALL wastes generated within the organization (breakrooms, industrial areas, offices, public spaces, etc.) to produce the most accurate estimates. A thorough waste audit will help determine the size and style of recycling collection containers needed for your program as well as the container placement that will encourage the greatest participation.



## **STEP THREE: Determine Who Will Transport the Recyclables**

Review your establishment's waste hauling contract to determine if it includes recycling services. If your organization opts to not include recycling in its waste hauling contract, consider using staff/vehicles or volunteers to transport recyclables directly to recycling outlets.

## **STEP FOUR: Determine What Materials Will Be Collected**

If your commercial or institutional establishment uses a recycling hauling service as part of its waste contract, find out what materials are accepted. If the organization has opted not to include recycling in its waste hauling contract and staff and/or volunteers will be transporting recyclables, consult local recycling outlets to determine what items are accepted. Collect only what is manageable by your team. If seven materials are acceptable but your office can only feasibly collect three, that's still better than no collection at all.



## **STEP FIVE: Educate and Promote**

Use clear, consistent signage with pictures on bins to ensure that recyclables are disposed of properly. Show strong administrative support to provide credibility and excitement for the program.



## **STEP SIX: Monitor, Evaluate and Report**

Evaluate your program on a regular basis to analyze collection efficiencies and examine ways to improve your system. Showcase the benefits of your recycling program and promote feelings of team spirit and accomplishment with progress reports to your staff. Also, don't forget to report your recycling weights to your municipality each year!

Contact Mindy Waltemyer, Recycling Coordinator for the York County Solid Waste Authority, at [m.waltemyer@ycswa.com](mailto:m.waltemyer@ycswa.com) or 717-845-1066 for FREE assistance in the implementation of your York County Commercial or Institutional Recycling Program.