

TIPS FOR BUSINESSES ON CREATING A WASTE MANAGEMENT PLAN

Why create a Plan to Reduce your Company's Trash?

It saves you money!

<http://www.nrc-recycle.org/resources/econben.htm>

It's the law!

Mandated communities in Lawrence County

Here's how to do it:

Planning

- 1) Obtain support from your company's management to create a plan – go to: <http://www.nrc-recycle.org/resources/econben.htm> to learn about the cost savings of recycling.
- 2) Choose a Team Leader to coordinate the planning process
- 3) Set Goals: for ideas, justifications, and real-world business success stories, go to: <http://www.nrc-recycle.org/councils/SRF/business.htm>
- 4) Notify Personnel: You will be asking people to change their behaviors – to recycle items they used to throw out, to look for ways to use (and reuse) supplies & materials more efficiently. Keep co-workers informed about the program, its purpose and benefits. Success will come when everyone is informed.
- 5) Conduct a Waste Assessment: audit your company's waste stream to identify potential sources of reduction – are you throwing away paper products that can be recycled, for example.

Evaluate if there are opportunities to use less materials and reduce waste. For example, could you duplex (double-sided copy) to reduce paper usage?
- 6) Use data to define your program: combine cost-saving information with information from your Waste Audit to create a cost-saving recycling plan.

Implementation

- 1) Choose materials to recycle
- 2) Locate a hauler: contact our office for assistance on locating a local hauler.
724-658-6925
- 3) Set up a collection system. Your hauler will be able to help you set up the most efficient collection system.
- 4) Publicize the program. Success will come when your employees understand and feel ownership of the new recycling program.

Evaluation

Evaluation of your Waste-Reduction plan is critical for its continued success. Track

All directory information is updated at the time of the publication. Changes do occur. Call for current information before you start collecting or take recyclables to any recycler

disposal costs, and savings earned through recycling and reduced materials purchasing. Continue to look for opportunities to reduce your company's waste and increase savings on disposal costs and more efficient use of purchased supplies & materials.

Ways for Businesses to Reduce Waste (from the National Recycling Council <http://www.nrc-recycle.org/resources/econben.htm>):



encouraging the use of e-mail



practice double-sided copying



reuse routing envelopes to send internal mail



buy in bulk – use jumbo roles of paper towels, toilet paper and office supplies



use refillable laser printer cartridges



encourage the use of reusable coffee mugs



reuse or donate office furniture and equipment



route memos, magazines and newspapers