



Talking points by Kristan Cliggett for the Saving Green by Going Green LCCC Conference August 27<sup>th</sup>, 2009:

The major advancement in the recycling industry is the ability to commingle multiple types of recyclables materials together into one receptacle. This is called Single Stream Recycling. Not all waste removal and recycling companies offer Single Stream recycling services. And if they say they do they may not accept as much material as American Disposal Services who takes its customers material to a state certified, best in class sorting facility.

Starting a recycling program is one of the easiest ways to being the journey of becoming a greener, more sustainable company. Did you know that recycling is required by Loudoun and Fairfax County? Below are some basic points of how to start a successful recycling program for any office:

- Determine if you already have an end place to put your office's recyclables. This would normally be a recycling dumpster outside that you are authorized to use. If so simply start placing your recyclables into that container. If not, you will have to request a recycling dumpster from your: Property Manager, Landlord, Owner or Facilities Manager depending on who handles your waste hauling services at your building.
- Remember if you begin a recycling program you will produce less trash so be sure to keep an eye on your waste dumpster. You may find that you can decrease the amount of days that the trash dumpster needs to be serviced. This is one of the best ways to save money recycling.
- In your office make sure there is a trash bin next to every recycling receptacle. People are busy so make it easy for them, especially since you are paying them to focus on their jobs not on the waste they produce.
- New recycling receptacles are nice but not necessary. If your budget is tight simply turn some of your existing trash receptacles into recycling receptacles by sticking recycling signs on them and placing them next to trash bins. You can never have too many signs. Bilingual signs with pictures are recommended for a successful program.
- Now that you have provided your employees with recycling receptacles and you have a recycling dumpster outside to empty your recycling receptacles into to it is most important to inform your Custodial staff. I'm amazed at how many companies have recycling receptacles all over their office but have forgotten to tell their custodial staff to place the contents into the recycling dumpster outside. If you do not tell them it is not their fault. This takes extra time, effort and management depending on how you set up your in office recycling program so it can cost more in custodial fees. (It will normally only cost more for larger companies with 300 or more employees who insist on having recycling and trash receptacle at every desk).
- Recycle your ink cartridges at Staples, US Post Office, and Petsmart for free. In fact, Staples will give you a \$3.00 credit for any products in their store. Petsmart uses the money to help homeless animals.
- Start a "No Cup. No Luck" program in your office.
- Consider only have recycling bins at peoples desks and having centralized trash bins around the office.
- Shredded paper should be sealed in a clear plastic bag. All other recyclables should be placed loosely into the recycling dumpster.
- Conduct your own waste audits. You will only know if you are receiving too much service if someone is paying attention.

Please feel free to contact me directly if you have any questions. Kristan Cliggett 703-789-4828  
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