

# A Guide to Recycling for Small Businesses

**ecomaine**  
*the future of regional waste systems*

[www.ecomaine.org](http://www.ecomaine.org)

Printed on 100% post-consumer recycled paper



# Recycling *Tips* for Small Businesses

From ecomaine

Every pound recycled,  
Saves you money in disposal costs.

1. Take a **visual inventory** of what materials are thrown away in each department. Glass? Plastics (#1-7)? Cardboard? Paper? Colored plastic containers? Steel? Aluminum? Steel? All these items can be recycled.
2. Know that **ecomaine will pay you for your mixed paper and for cardboard** because of the resale value after processing. The value is market-driven and, for example, in October 2006 the price we would pay you for mixed paper is/was **\$30** per ton and corrugated cardboard is/was **\$20** per ton.
3. **Get a price** from your current trash hauler and other disposal contractors for collecting your recyclables (look for listings in the Yellow Pages under "disposal contractors" or "garbage removal," and check with other small businesses near yours). Discuss materials to be included, ask if any separation of materials is required, ask about frequency of pick-up, and any container rental costs or other considerations.

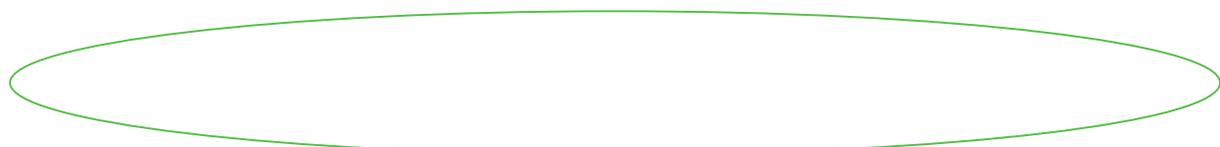
Know that **ecomaine does not require recyclables to be separated** by type, making recycling much easier for employees.

4. **Reward employees** for recycling by providing snacks or writing a personal note and let them know how many pounds they have recycled each month.

*ecomaine is a non-profit waste handling corporation located in Portland. It is owned and operated by its 21 owner-municipalities in Southern Maine and serves an additional seven communities through long-term contracts (listed below). In addition, ecomaine accepts solid waste from non-member commercial and private haulers; it does not provide any hauling services.*

*ecomaine is the state's largest recycler. Material that is not recycled is re-used as fuel to make steam for generating electricity; the resulting ash is environmentally stable and buried in ecomaine's ashfill/landfill.*

**Owner-Municipalities:** Bridgton, Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Gorham, Gray, Harrison, Hollis, Limington, Lyman, North Yarmouth, Ogunquit, Portland, Pownal, Scarborough, South Portland, Waterboro, Windham, Yarmouth. **Associate Members:** Baldwin, Hiram, Naples, Parsonsfield, Porter, Standish.



# Step-By-Step Recycling for Small Businesses

*Suggestions to Get You*



## **Business Recycling**

(Maine State Planning Office)

[www.state.me.us/spo/recycle/bizrecycling/index.php](http://www.state.me.us/spo/recycle/bizrecycling/index.php)

1-800-662-4545

Includes: a 9-step plan, Maine recycling statute, access to SPO staff (via e-mail links) for personalized help, buying recycled, links to other resources, waste services directory

## **How to Set Up a Recycling Program at Your Company**

(San Mateo County, CA)

[www.recycleworks.org/business/index](http://www.recycleworks.org/business/index)

## **How to Set Up Recycling at Your Workplace**

(Mid-America Regional Council)

[www.marc2.org/recycle/business\\_tips.asp](http://www.marc2.org/recycle/business_tips.asp) (note underscore between "business" and "tips")

## **Developing a Recycling Program for Commercial, Institutional & Municipal Establishments** (State of Pennsylvania)

[www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/FACTS/Comrec2](http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/FACTS/Comrec2)

*Includes "Conducting a Waste Audit" and an audit form*

## **Setting Up a Recycling Program at Your Small Business**

(State of Connecticut)

[www.dep.state.ct.us/wst/recycle/smallbus](http://www.dep.state.ct.us/wst/recycle/smallbus)

## **How to Start or Expand a Recycling Collection Program**

(US EPA)

[epa.gov/wastewise/about/overview](http://epa.gov/wastewise/about/overview)

1-800-372-9473 (WasteWise Program – "...a free, voluntary EPA program through which organizations eliminate costly municipal solid waste and select industrial wastes, benefiting the bottom line and the environment.")

[Epa.gov/epaoswer/non-hw/muncpl/dmg2/chapter6.pdf](http://Epa.gov/epaoswer/non-hw/muncpl/dmg2/chapter6.pdf)

Includes recycling set-up, composting ideas, background information, etc.

## **Implementation Guide for Small Business Recycling**

**Cooperatives** (Vermont non-profit supported by the US EPA)

[www.NERC.org/site-map](http://www.NERC.org/site-map) or 802-254-3636 (Brattleboro)

Includes publications available on-line)

OR

Contact **ecomaine** for free on-site organizational assistance at  
773-1738 or [dunn@ecomaine.org](mailto:dunn@ecomaine.org)

Compiled by:

**ecomaine**  
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# 9 Steps of Office Paper Recycling

## Maine State Planning Office

Waste Management & Recycling Program



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### STEP 1.      **MAKE A COMMITMENT TO RECYCLE**

Top level management must support the recycling program.

### STEP 2.      **APPOINT A RECYCLING COORDINATOR**

A responsible and enthusiastic recycling coordinator is crucial to success. The time needed by the coordinator is usually minimal and occurs primarily at the beginning of the program. Once operational, the program will be largely self-sustaining.

### STEP 3.      **CARRY OUT A WASTE PAPER AUDIT**

Knowing what is in your waste stream is essential in designing a recycling program. An audit will help you determine the composition of your waste stream, including the type, value and amount of waste paper generated by your organization.

The most effective method of auditing your waste paper stream is to manually sort it over a specified period of time. Your company's procurement records can also help you determine what paper you might generate. Finally, estimate your recyclable paper generation at 0.5 lbs. to 1.0 lbs. per employee per day.

### STEP 4.      **RESEARCH MARKETS FOR YOUR RECYCLABLE PAPER**

Make sure that you will have a place to take your recyclable paper before starting your program. The State Planning Office, Waste Management and Recycling Program publishes a listing of paper brokers in Maine. Contact the brokers in your area.

To determine who is best suited to handle your material, ask brokers the following questions: what materials are accepted? what financial benefits are offered? what services are available? Check references.

Small companies need to make recycling more efficient. Contact your town office to see if the town recycles office paper or offers any business services. Combine forces with other firms in your area to increase volumes. Brokers like dependable deliveries and large volumes.

### STEP 5.      **DECIDE WHAT TYPES OF PAPER TO COLLECT**

After evaluating the types of paper in your waste stream and finding out what kinds will be accepted by brokers or local recycling programs, determine the types of paper you want to collect. Focus on the higher value papers and those which make up the bulk of your waste paper stream.

**STEP 6.      ESTABLISH AN EFFICIENT COLLECTION SYSTEM**

Prior to initiating your new recycling program, set up a formal collection system. Your existing trash collection system should provide the foundation for your recycling program. Always involve custodial personnel in the design of your collection system as they will be responsible for its implementation.

Provide employees with a recycling container for their paper and a waste basket for non-recyclable materials. You may also choose to place recycling containers in areas where paper is generated such as near computer printers or copying machines.

You will need storage containers sized to hold the amount of paper materials you collect and located where they are easily accessible by your broker or hauler.

**STEP 7.      EDUCATE YOUR EMPLOYEES**

Employee education and cooperation is essential for a successful recycling program. Plan on starting your educational campaign a week or so before the program kick-off. The purpose of this campaign is to prepare your employees for participation in the recycling program.

Explain the goals and methods of the program to employees prior to implementation. Develop brief orientation sessions for all employees. Distribute a simple, concise information sheet on your recycling program. Create incentives for your employees to recycle. Remember to always make it clear that the program has the support of senior management.

**STEP 8.      KICK OFF YOUR RECYCLING PROGRAM**

This is the simplest step in implementing your program -- just pick a date, have a celebration and start recycling.

**STEP 9.      MAINTAIN YOUR RECYCLING PROGRAM**

Maintenance and continued promotion are essential to ensure a lasting, successful recycling program. Issue memos, newsletter articles and announcements on a regular basis. Monitor central container locations and prepare follow-up educational materials if you discover a contamination problem. Maintain clear, concise signs in all locations. Include office paper recycling training for all new employees. Keep a record of what and how much office paper you are recycling to use to evaluate your program and provide feedback to employees. Have your recycling coordinator spend a few hours each month keeping the program going smoothly.

**For more information, please contact:**  
**State Planning Office**  
**Waste Management and Recycling Program**  
**State House Station 38**  
**Augusta, Maine 04333-0038**  
**(207) 287-8934 or 1-800-662-4545**  
**[www.recyclemaine.com](http://www.recyclemaine.com)**

## Waste Material Audit Form

MATERIALS	LOCATION	RECYCLED Y/N	DISPOSAL LBS/WEEK	DISPOSAL TONS/YR	COMMENTS
Computer Paper					
Ledger Paper					
Mixed Paper					
Corrugated					
Newspaper					
Magazines					
Glass Containers					
Aluminum Cans					
Steel Cans					
Scrap Metals					
Plastics					
Pallets					
Batteries					
others					
<b>TOTALS</b>					

## Collection Cost Audit Form

DATE OF COLLECTION	% FILLED	PICKUP COST	TYPE	SIZE	# OF COLLECTIONS PER MONTH	MONTHLY COST
<b>TOTALS</b>						

# Recycling/Re-Using/Reducing Ideas for Small Businesses

## Waste Reduction Ideas for Offices & Retail Stores (State of California)

[www.ciwmb.ca.gov/BizWaste/FactSheets/Offices](http://www.ciwmb.ca.gov/BizWaste/FactSheets/Offices)

Includes: business waste reduction, business waste reduction index, fact sheets & case studies, office paper, posters & signs, waste prevention info exchange

## Swap Shops:

*Items donated to swap shops must be in good working condition.*

### On-Line

[www.freecycle.org](http://www.freecycle.org) (non-profit, international)

*Freecycle* is an international, on-line swap shop and its membership is free. This organization allows you to make your obsolete computers and other useful equipment available for re-use by others, rather than add them to the waste stream.

### In-Person (Portland, Maine)

*Ruth's Renewable Resources* is at 39 Blueberry Road in Portland, across from *ecomaine's* recycling facility. She specializes in re-usable equipment and supplies that can be used by schools.

Many *municipal transfer stations* have swap shops on site, so check with town about eligibility and restrictions.

## Recycling

[www.ecomaine.org](http://www.ecomaine.org) (Municipally-owned and operated by 21 communities in Southern Maine, non-profit)

**ecomaine** will purchase your cardboard and paper. Because they are not haulers, you must have it delivered to the recycling facility in Portland (64 Blueberry Road). Though pricing changes monthly, in October 2006 cardboard was \$30 (per ton) and mixed paper was \$20. Call 773-1738.

[www.earth911.org/master.asp?](http://www.earth911.org/master.asp?)

In this website, you select what material you want to recycle anything from CDs to bricks and in what state and town; the answers cover public and private entities, includes approximate mileage and links.

[www.greendisk.com/gdsite/pack-ITservices.aspx](http://www.greendisk.com/gdsite/pack-ITservices.aspx) (private business\*)

*GreenDisk* is a company that handles even small amounts of computer-related waste by mail, such as CDs. According to their website, all intellectual property is destroyed and, then, re-used or recycled into jewel cases, CDs, and other products. You pay \$6.95 for the first 20 pounds.

(\**ecomaine* provides this information without endorsement or personal experience.)

# **BUYING Recycled Products**



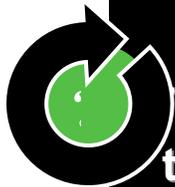
## Sources:

1. Recycled Products Cooperative (non-profit)  
[www.recycledproducts.org](http://www.recycledproducts.org)
2. From the New Jersey Department of Environmental Protection:  
[www.state.nj.us/dep/dshw/recyclenj/](http://www.state.nj.us/dep/dshw/recyclenj/)  
This site offers lists of company's, descriptions of what recycled products are offered and links to corresponding websites. Categories include apparel, building materials, home furnishings, promotional items, paper, and more.
3. From the California Integrated Waste Management Board:  
[www.ciwmb.ca.gov/RCP/product](http://www.ciwmb.ca.gov/RCP/product)  
This website provides links to businesses selling goods made from recycled material that range from archery targets to pet collars.
4. "Reduce, reuse and recycle" – products from all three are included in:  
[www.ecomall.com/biz/recycle1](http://www.ecomall.com/biz/recycle1)
5. The Minnesota Office of Environmental Assistance:  
[www.moea.state.mn.us/rpdir/index.cfm](http://www.moea.state.mn.us/rpdir/index.cfm)  
This list is organized into many categories of products.
6. The Portland Oregon Metro District:  
[www.metro-region.org/article.cfm?](http://www.metro-region.org/article.cfm?)  
This site has a search system for more than 1000 recycled-content products.
7. The "New York State Buy Recycled Directory" is available on-line at:  
[www.empire.stste.ny.us/pdf/pollution\\_prevention\\_recycle/recycledproductssirectory.pdf](http://www.empire.stste.ny.us/pdf/pollution_prevention_recycle/recycledproductssirectory.pdf)  
(underscore where blank spaces occur)  
This directory was compiled by three NY non-profit agencies and can be downloaded for your convenience.
8. ecocycle information is available at:  
[www.ecocycle.org/ebrn/index.cfm](http://www.ecocycle.org/ebrn/index.cfm)  
This website also provides a glossary of terms and other useful information.

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[www.ecomaine.org](http://www.ecomaine.org)



**For help with your recycling program  
or  
for more information about selling your recyclables  
to **ecomaine**:**

**207-773-1738**

**[labbe@ecomaine.org](mailto:labbe@ecomaine.org)**



**Recycling**

**We have the only single-sort (single-stream) state-of-the-art recycling facility in Maine; and we are on our way to another record-breaking year.**



**Waste-to-Energy / Electric Generation**

**We make electricity from your trash and last year that brought revenues of \$5.3 million.**



**Special Waste Disposal Options**

**We handle the disposal of municipal solid waste for 20% of Maine's population.**



**Site Map**

**We have three facilities (recycling center, waste-to-energy plant and a landfill) located in your back yard – in Portland just off Congress Street, next to Exit 46 of the Maine Turnpike. All of our facilities are certified ISO 14001 for environmental management.**



**Owners**

**Who owns us? You do - the taxpayers of 21 municipalities.**

**Including: Bridgton, Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Gorham, Gray, Harrison, Hollis Limington, Lyman, North Yarmouth, Ogunquit, Portland, Pownal, Scarborough, South Portland, Waterboro, Windham, Yarmouth. *And*, ten others are contract members: Baldwin, Cornish, Hiram, Limerick, Monmouth, Naples, Parsonsfield, Porter, Saco, and Standish.**



*Our Annual Meetings for 2005-2006 and 2006-2007 (held in June) took place on the waste-to-energy facility grounds... while it was in full operation.*