

## How to Start a Recycling Program

The steps to start a successful recycling program include:

- Step 1** — Obtain the support of the executive management;
- Step 2** — Appoint a coordinator and program monitors to plan and implement the program;
- Step 3** — Determine the number of people participating and the types and amounts of recyclables generated;
- Step 4** — Discuss the program with local recyclers, and seek quotes from recycling haulers;
- Step 5** — Discuss Single-Stream Recycling Option
- Step 6** — Develop an efficient collection system;
- Step 7** — Educate all employees;
- Step 8** — Purchase items that can be recycled or reused; and
- Step 9** — Publicize the success of the program.

## Recyclable Materials

Common recyclable materials that are found at most businesses include:

- White office paper
- Newspaper
- Corrugated containers (boxes)
- Glass
- Wooden shipping pallets
- Metals
- Yard waste from landscaping
- Plastics
- Textiles, such as uniforms and rags
- Inkjet and toner cartridges
- Electronics

## Recycling Web Sites

**Prince George's County Recycling Information**  
[www.princegeorgescountymd.gov/Government/AgencyIndex/DER/waste.asp](http://www.princegeorgescountymd.gov/Government/AgencyIndex/DER/waste.asp)

**Maryland Recyclers Network**  
[www.marylandrecyclingnetwork.org](http://www.marylandrecyclingnetwork.org)

**Recycling Guide**  
[www.mdrecycles.org](http://www.mdrecycles.org)

**Metropolitan Washington Council of Governments**  
[www.mwcog.org](http://www.mwcog.org)

**Maryland Department of the Environment**  
[www.mde.state.md.us](http://www.mde.state.md.us)

**Recycle Paper News**  
[www.recycle.cc](http://www.recycle.cc)

**The Aluminum Association, Inc.**  
[www.aluminum.org](http://www.aluminum.org)

**Environmental Protection Agency**  
[www.epa.gov](http://www.epa.gov)



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# Recycling Is Good Business: Make It Your Business!



## Waste Management Division Recycling Section

# Recycling Is Good Business: Make It Your Business!

**B**usinesses play an important role in Prince George's County's Recycling Program. Approximately one-half of the County's solid waste stream is produced by the business sector. Businesses also account for two-thirds of the County's current recycling rate.

All businesses can recycle. The Department of Environmental Resources' Recycling Section will help your business implement a successful recycling program.



Just call the Recycling Section at (301) 883-5045, and our expert staff will provide the following services:

- Send recycling information;
- Make a site visit;
- Assist in determining the quantity and types of materials that can be recycled;
- Match interested businesses with local mentors who have successful recycling programs; and
- Provide technical assistance on setting up a recycling program.

## Effective Methods of Source Reduction

Some tips for reducing waste at your business include:

- Reduce paper waste;
- Buy recyclable and reusable office supplies;
- Buy remanufactured products; and
- Reuse materials/products or donate to reuse organizations.



## All Businesses Can Recycle

All businesses, both large and small, can develop a recycling program and implement it successfully.

### Small Firms

If the amount of recyclables produced by your business is not enough for recycling collection service, you may consider the following options:

- Speak to your current waste hauler or property manager to see if they offer recycling service. Inquire if diverting recyclables from your current waste stream will reduce your trash disposal costs, freeing up funds to pay for recycling collection services.
- Ask several recycling vendors if they will accept the types of material that your company plans to recycle.
- Seek other businesses in your area to set up a cooperative recycling program.
- Contact scout troops, non-profit organizations, schools and other groups who may be interested in receiving your recyclable materials as a fundraiser or service project.

### Other Small Businesses

Small firms located in office buildings, office parks or office centers can merge their recyclable materials with those of the other tenants. This may decrease the cost of container rental and collection.

### Large Business

Large companies that generate sufficient tonnage on a regular basis may choose to operate their own programs and market their own materials. As an alternative, they may also elect to contract with a hauler or recycler to handle pickup, delivery and marketing of the materials.

## Recycling Is Good Business

- **Value** — The value of recyclable materials fluctuates with the market and may vary to the point of being profitable or negative at times, depending upon the economy of the nation and the status of the recycling industry. Businesses that generate large amounts of a single material such as white paper, corrugated boxes or aluminum are in a strong marketing position regardless of market conditions.
- **Avoid Disposal Costs** — Waste disposal is expensive and is generally charged on the basis of tonnage or frequency of pickups. If you can divert a significant amount of tonnage from your waste stream into recycling, you may save money on your waste disposal fees.
- **Waste Reduction** — If you can reduce your waste by reusing file folders or using both sides of the paper, you will reduce your operating costs as well as your solid waste.
- **Conservation** — Recycling conserves natural resources and reduces pollution.
- **Avoid Land Use** — Recycling reduces our dependence on landfills.

Recycling is good business. It demonstrates social responsibility and a "good neighbor" attitude that results in a highly desirable business image. Citizens and other businesses not only welcome firms with these qualities as their neighbors, but they also like to do business with them.

