

## RESOURCES

### Tools & Tips

We know every business is different, but some things should be the same everywhere. Be sure to label all recycling and trash containers and always place them side-by-side. Make recycling easy, convenient and obvious.



#### Recycling Bin Label

All recycling containers should have a label that lists what is accepted.



#### Trash Can Label

Remind customers and staff that ONLY trash goes in a trash can.



#### Window Cling

Let your customers know you recycle.

### Contact a Recycling Specialist

Need more help or have a question? Contact the Recycling and Waste Reduction Division and speak directly with a Specialist.

## A RECYCLING GUIDE FOR THE WORKPLACE for Owners, Managers, & Employees



### Recycling and Waste Reduction Division

Heritage Office Complex

2662 Riva Road; Annapolis, MD 21401

P: 410-222-7951 F: 410-222-4484

# Get On Board!

# Get Fit - Trim Your Waste

## WHY RECYCLE?



Recycling shows your customers and employees that your business cares. Recycling conserves natural resources, saves money and energy and reduces greenhouse gases.



Recycling reduces the amount of trash being placed in your dumpster. With less trash, your business may be able to reduce the frequency of your trash collection, decrease dumpster size, and save money.



No business is too big or too small to start recycling!

## WAYS YOU CAN RECYCLE

### Recycling Centers

Businesses can drop off an unlimited amount of paper, plastic, metal and glass at any of our Recycling Centers. Business may also bring unlimited amounts of cardboard, free of charge, to the Paper Recovery Facility at the Millersville Landfill.

### Private Hauler Recycling Collection

Many private haulers provide recycling collection. Contact your current trash hauler to find out available opportunities. If your current trash hauler cannot provide recycling services, contact the Recycling and Waste Reduction Division for a list of private haulers or visit [www.MDRecycles.org](http://www.MDRecycles.org).

### Curbside Collection - Recyclables ONLY

If your business is interested in receiving curbside collection of recyclable ONLY contact the Recycling and Waste Reduction Division at 410-222-7951 to discuss your collection options and details of the County's Small Business Recycling Program.

### Recycle Even More . . .

Some businesses recycle materials like scrap metal, vegetable oil, ink cartridges, and electronics. Visit [www.MDRecycles.org](http://www.MDRecycles.org) for more information.

## SOURCE REDUCTION TIPS

### Eliminating waste before it is created!

Source reduction is a pro-active, practical way to avoid the need to collect, process, and/or dispose of trash and recyclables by preventing their generation up front. It includes reuse, waste elimination, package reduction and substitution.

1. Use up what you buy or donate the excess.
2. Make double-sided copies instead of single-sided pages.
3. Print more words on each page by reducing margins.
4. Circulate magazines instead of buying extra subscriptions.
5. Email memos instead of making copies.
6. Make scratch pads from used paper.
7. Buy goods with minimum packaging, in concentrated form, and in bulk.
8. Buy durable, reusable, recycled-content, and recyclable products.
9. Choose environmentally-safe, multi-purpose cleaners over hazardous materials.
10. Save and re-use large envelopes, foam "peanuts," bubble wrap, and cardboard boxes, from incoming mail to repackage out-going mail.



# Get Recognized!

## ANNUAL RECYCLING & TRASH TOTALS

### Maryland Recycling Act Report

Let everyone know that you make it your business to recycle. Once a year the Recycling and Waste Reduction Division congratulates the recycling efforts of businesses that reported their recycling and trash volumes to us for the state's annual Maryland Recycling Act report.

The Recycling and Waste Reduction Division sends the reporting packets to businesses so that they can enter the volume of trash and recyclables collected within the previous calendar year onto a two-page form.

The package will include instructions for completing the forms and the opportunity to have your property's name appear in our annual full-page, color recognition ad.

For more information or assistance, contact the Recycling and Waste Reduction Division at 410-222-7951.

See **YOUR** business' name in our annual ad.



# Get Started

## RUN AN EFFECTIVE PROGRAM

1

### Get Support

Explain the many benefits of recycling and get your management's support. A successful program must have support from the top down.

2

### Recruit TOP Players

Recycling isn't hard UNLESS only one person is doing everything. So select recycling coordinators you can delegate to lead, monitor and encourage the recycling in their area using the tools and information you provide.

3

### Survey the Trash. . . Look, but don't touch

To know what your business could recycle, you'll need to know what's in your trash which means you'll need to look at it. Walk through your offices, breakrooms, kitchens, conference rooms, and shipment areas and record with notes and pictures the trash you see in the areas and how much.

4

### Plan Collection

Now that you know your business' trash, you'll be equipped with information necessary to select the right kind and sized collection.

5

### Spread the Word.

Let everyone know about your recycling program. Put labels on all recycling and trash containers, email announcements, post notes around the office announcing the program start date, listing items accepted and collection guidelines, and stating why they should recycle.

6

### Set Goals & Monitor Progress

Note your trash statistics BEFORE recycling and monitor them after. Track your progress to see that improvements are made and maintained.

7

### KEEP Spreading the Word & Reward Success

Keep employees, management, and recycling coordinators involved, encouraged, and informed. Tell them how well they are doing, what can be improved, recycling opportunities they may not be using, facts to encourage recycling and discourage waste.





# Recyclable Items

## ACCEPTED AT ALL RECYCLING CENTERS

**Get started today!** Businesses can drop off an unlimited amount of paper, plastic, metal and glass at any of our Recycling Centers.



### PAPER - examples include:

- Cardboard
- Copy paper
- Newspaper
- File folders & Envelopes
- Magazines & Catalogs
- Blueprints
- Milk & Juice Cartons
- Food & Pizza Boxes
- Shredded Paper (please secure in paper bag)
- Hard & Soft Cover Books

### METAL - examples include:

- Aluminum Foil & Pans
- Aluminum Cans
- Tin/Steel Cans
- Empty Aerosol Cans

### PLASTIC - examples include:

- Bottles, Jars, & Jugs,
- Tubs & Trays
- Yogurt & Fruit Cups
- Spray Bottles
- Soap Bottles
- Plastic Cups, Plates, Utensils
- Buckets
- Plastic Pallets
- Plastic Desk Organizers

**NO PLASTIC BAGS OR WRAP**

### GLASS

- Bottles, Jars and almost all glass containers of any color

**Recycle.  
More. Here.**

## WASTE MANAGEMENT SERVICES RECYCLING CENTERS

### NORTHERN

100 Dover Rd.,  
Glen Burnie, MD 21060

### CENTRAL

389 Burns Crossing Rd.,  
Severn, MD 21144

### SOUTHERN

5400 Nutwell Sudley Rd.,  
Deale, MD 20751