

+ Recycling Guide for Businesses

The Department of Environmental Protection challenged Hunterdon County to increase its overall recycling rate. Why? We are throwing away an alarming amount of recyclable materials and wasting money paying to trash them versus recycling them. In fact, in 2010 Hunterdon County disposed of more than 110,000 tons of waste at an average cost of \$110 per ton whereas recycling can be processed at 1/3 that cost.

The County has identified the Business Sector as the area with the most potential for making a difference in the recycling rate for the County. With your help, the green we save can be your bottom line. By redirecting recyclables from trash, Businesses should see an immediate reduction in their hauling costs.*



In office buildings, the most commonly used recyclable materials are paper, cans, plastic or glass bottles, corrugated cardboard and Ink Cartridges. In all cases, the key to re-directing these items from the waste stream is to make the collection of the materials convenient.

The location of a container such as a recycling bin in the copying room and in every office or cubicle makes it convenient to recycle.

In fact, for most office businesses, associates should be generating very little garbage and instead dealing with primarily recyclable materials such as paper.

Steps for Implementing a Recycling Program:

1. Confirm management's commitment to the recycling program
2. Designate an Employee to champion the recycling program
3. Conduct a trash audit and determine the amount of recyclables in the trash
4. Contact your hauler for recycling container, confirm whether any materials need to be separated, determine whether a smaller trash container is needed and savings for decreasing trash.
5. Call your municipality to confirm what recycling numbers need to be reported at the end of the year.
6. Host a recycling challenge within the company, monitor and share success, redirect savings into employee training programs



Partner within your Company to ensure success!

1. Purchasing Department- confirm shipping materials such as boxes, shrink wrap and paper are being recycled upon delivery. Also, consider "pre-cycled" materials which use less packaging material
2. Cleaning or Maintenance- collect recycling throughout the building and dispose of it in the recycling container outside