



Recycling Program Check List

- Estimate types and quantities of waste the community generates currently
- Check to see what can be recycled / reused (wood, soil, rock, concrete, etc.)

Decide how you will recycle:

- Can you arrange a site to accommodate several containers?
- Do you have the equipment to self-haul?
- How often might you need your containers picked-up?
- Research recycling options

Call Material Recovery Facilities (MRFs) and ask them:

- What materials do you accept?
- Is co-mingled recycling available? Single stream (Co-mingled - consumer convenience, no separation) vs. Dual stream (consumer separated their recycled goods before they are picked up)
- What are my collection options & costs?
- If I self-haul, can I drop off, and if so, what about tipping fees?
- Do you provide receipts to track recyclables?
- Do you set up and provide training?
- Decide what you will recycle
- Determine your costs
- Compare the cost of disposing waste with the cost of recycling

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- Write out the waste management plan
 - Which materials will be salvaged or reused?
 - Which materials will be recycled?
 - How materials will get to the recycler?
 - Names of responsible crew member/team.
 - Set up and monitor.
 - Clearly designate recycling bins.
 - Provide promotional & education material to community
 - a list of what is recyclable and what is not
 - Keep bins close to where waste is generated but not in traffic pattern.
 - Provide hauler and staff with site plan.
 - Check recycling bins for contamination.
 - Check garbage dumpsters daily for misplaced recyclables
 - Call for pick-up before boxes are full.
 - Require quantity and cost tickets to track results and savings.

Make your program work:

- Communicate your waste management plans to crews, residents and businesses
- Include recycling requirements in all subcontracts and purchase orders
- Post quantities of materials reused and recycled
- Encourage suggestions from staff and community
- Reward employees/ residents