



## Sample recycling plan

A recycling plan is required for compliance with the Business & Multi-Family Recycling Ordinance. Your recycling plan should include the following:

- Names of all waste and recycling service providers
- Frequency of services
- Waste disposal and recycling facilities used
- Location, types and sizes of waste and recycling containers
- Methods used to promote recycling, including labels, signs and other educational materials.

## Recycling Plan

### Property

Property Name: Acme Moving Company  
 Contact Name: Joe Meeks  
 Contact Number: (801) 234-5678

### Material Recycled

- Office paper, Newsprint, Cardboard,
- Packing material, Plastic wrap

### Education Plan & Material

- 8.5 x 11 recycling posters above break room, meeting room, and hallway waste cans
- Stickers on employee waste cans
- Large plastic film and wrap poster above bin and throughout the warehouse
- Copy of recycling plan given to each employee on hire
- Crew shift leaders will monitor recycling and check bins periodically

### Recycling Containers

- 8-gallon blue recycling can at each desk
- 13-gallon blue recycling cans in hallway, break room, and meeting room
- Eight 60-gallon barrels for plastic wrap and film in warehouse

### Waste Hauler

Provider Name: Joe's Waste & Recycling  
 Material(s): Mixed recycling, plastic film  
 Container(s): One 4-yard garbage dumpster in parking area  
 One 4-yard plastic film and wrap dumpster at loading dock  
 One 8-yard recycling dumpster at loading dock

Garbage?

YES



Tissues, napkins,  
paper plates



Meat, dairy &  
non-compostable  
food waste



Filters



Cat litter or animal  
waste (bagged)



Food wrappers



Biodegradable/  
compostable  
packaging

Recycle?

YES



Boxes



Paper



Cardboard packaging



Cans



Paper Bags



Plastic



Phonebooks

### Collection Schedule

Dumpsters are collected 1x per week on Monday

### Recycling Facility

Superior Recycling  
 (801) 123-4567

### Plan Date

January 17, 2016