



HOW TO IMPLEMENT A SUCCESSFUL RECYCLING PROGRAM IN SALT LAKE CITY

1. Understand your waste.

You can't manage what you don't measure – and waste is no different. Better waste management can mean lower costs, and that's something every business or multi-family property can benefit from!

Surveying your waste is the best way to learn how much of the waste leaving your business or multi-family property can be recycled. This knowledge allows you to negotiate better waste and recycling services that more appropriately suit your needs – and can potentially save you money.

The good news is that conducting a waste survey doesn't have to be hard! Just take a look in your garbage cans over the course of a few days and you'll quickly get a feel for the amount and types of materials leaving your property.

2. Get management on board.

Management buy-in is critical to the success of your recycling program. Strong support from the top will ensure that tenants, employees and customers know you are taking recycling seriously.

3. Identify a recycling champion.

Once management is on board, the next step is to find someone who will be an ambassador for your recycling

program – answer questions, troubleshoot issues and champion the use of your new recycling bins. This person could be at the management level, or it could be an employee or tenant who is particularly passionate about recycling. At larger businesses or multi-family properties, it might be beneficial to have several people who can take the lead within various departments or buildings.

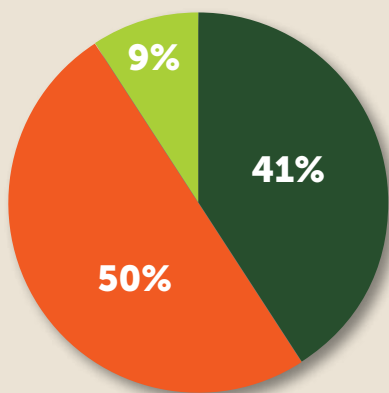
4. Line up an authorized waste hauler.

Locate an authorized waste hauler from Salt Lake City's verified list. Chances are your current waste hauler is on this list already, or take this opportunity to shop around for services and rates that best fit your needs. Find a waste hauler at www.slccgreen.com/authorized-haulers.

5. Know your bill.

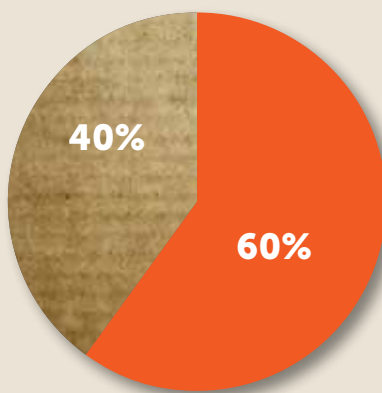
Many businesses end up with waste collection services that don't fit their needs. Some even overpay for these services. Take time to go over your bill and ask your hauler questions about things you don't understand. And if you start recycling more materials, you may be able to decrease the frequency of your trash pickups. Talk to your hauler about your options and how it will impact your cost. Haulers may not charge you more for recycling than they charge for garbage.

Where does our garbage go?



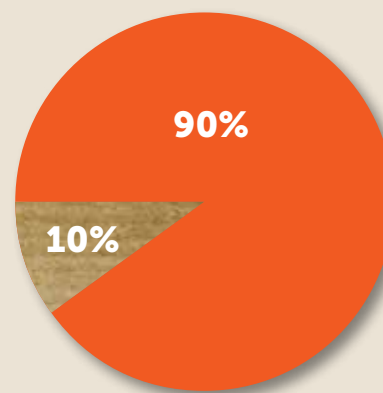
Generation by Sector

- Residential (100,800 tons)
- Business (122,200 tons)
- Construction (22,200 tons)



Residential

- Landfilled (47,240 tons)
- Recycled (32,180 tons)



Business

- Landfilled (110,000 tons)
- Recycled (32,180 tons)



6. Create your recycling plan.

Businesses and multi-family properties are required to have a recycling plan that includes implementation and education. You can find a sample plan in the appendix.

7. Make sure recycling is easy and bins are abundant.

We all have good intentions, but **if recycling isn't readily available it can be difficult for people to use**. Here are some tips to make it easy for tenants, employees and customers:

- Strategically locate recycling bins next to trash cans to make it just as easy to recycle as it is to throw something in the trash. Take note – this is required in the ordinance!
- Take the guesswork out of recycling by placing helpful signs graphically indicating what items should go in each bin. Posters are available in the appendix, or create something customized to your most common waste items.
- If you have employees with individual workstations, place a recycling bin at each station in addition to common areas.

8. Get everyone on board.

To make sure your recycling program is successful, everyone needs to be on board, from upper management to janitorial staff. Meet with housekeeping staff to inform them of the new recycling program and solicit their feedback on how to best make it work.

Consider organizing a 'recycling program launch event' so employees, tenants and even customers have an opportunity to get answers to all their recycling questions. Annual celebrations like Earth Day (April 22nd) or America Recycles Day (November 15th) can serve as perfect platforms for such celebrations.

You will need to make sure that all tenants, employees and customers know what to recycle, where to recycle and how to recycle. We have provided helpful templates and signs in the appendix to get you started.

9. Start recycling!

Congratulations! You have taken an important step to reduce waste and have a positive impact on our local community. But your work doesn't stop here. In a few months you should reevaluate your program and determine whether any adjustments need to be made.

10. Stay on top of your program with ongoing education.

In addition to getting everyone on board with your new recycling program, you will need to provide ongoing education and helpful reminders to your tenants, employees and customers. Keep in mind that new employees or tenants will need a quick primer at the earliest opportunity, perhaps during orientation or move-in.

Many businesses and multi-family properties find

success with an ongoing visual waste check each month, where they identify issues that might require a little extra education, or just a gentle reminder. For more tips to increase participation in your recycling program, visit SLCgreen.com. Recycling rules can and do change, including what's accepted in single-stream recycling, so be sure to stay informed through your recycling hauler.

RECYCLING STRAIGHT TALK: WILL RECYCLING COST MY BUSINESS MONEY?

The answer depends on a number of factors. As with garbage collection service, there are costs associated with recycling pickup such as labor, fuel, purchasing and maintaining trucks, and more. Haulers also pay a fee to "tip," or unload, materials at a solid waste facility. However, the fees for tipping recyclables are often much less than those charged for trash. "Avoided disposal fees" is the term used to describe the money that is saved by not disposing of recyclables as trash. Ask your hauler if these savings may be able to offset any new collection costs.

When you set up a recycling program, the amount of trash you generate will decrease in proportion to the amount of recyclables you'll be able to divert. Instead of paying for the empty space you'll see in your garbage dumpster, ask your hauler to "right-size" your service level by:

- Reducing the size of your dumpster; or
- Picking up or emptying it less frequently (e.g., once per week instead of twice per week).

The following table shows how a business might calculate potential benefits of right-sizing solid waste services (prices shown are for example only).

BEFORE		AFTER		
Service Level	One 8-cubic yard dumpster picked up 2x per week	Service Level	One 8-cubic yard dumpster picked up 1x per week	+ One 8-cubic yard recycling dumpster picked up 1x per week
Cost per month	\$400	Cost per month	\$200	+ \$120
Annual costs	\$400 x 12 months = \$4,800	Annual costs	\$200 x 12 months = \$2,400	+ \$120 x 12 months = \$1,440
Old annual costs	\$4,800	New annual costs	\$3,840	