

## RECYCLING TOOLKIT

Recycling is a great foundation from which to build your sustainability plan, and businesses are a critical part of meeting Salt Lake City's 100% waste diversion goal by the year 2040. The commercial sector accounts for 50% of Salt Lake City's waste, which is why Salt Lake City requires businesses to have a recycling program. To ensure that your business has everything it needs for success, SLCgreen provides a wide-variety of resources and assistance to help you start a recycling program, or tune-up the one you already have in place.

### Evaluate Your Waste Stream

Have a look at what's ending up in your garbage cans and recycling bins over the course of a few days so that you can prioritize what type of waste diversion effort best suits your business.

- o Mixed-stream recycling service is recommended for materials such as plastic, paper, and metals.
- o Organic materials such as yard scraps and pre-consumer food scraps can be picked up for composting by a commercial hauler.
- o Glass can be recycled through either the city's glass recycling service or through a commercial hauler if you generate a large amount of glass waste.
- o If your waste stream is made up of one type of material (paper, cardboard, etc), commercial haulers also offer services for specific materials.



## Select a Recycling Service

Salt Lake City's Business & Multifamily Recycling Ordinance requires all waste haulers operating in Salt Lake City to provide recycling services alongside landfill services. Use SLCgreen's list of authorized waste haulers ([slcgreen.com/authorized-haulers](http://slcgreen.com/authorized-haulers)) to select a service provider that best suits your recycling goals. This is also an opportunity to lower your operating costs, so be sure to ask service providers about frequency of pickup and pricing on bin sizes.

- Select a Salt Lake City authorized waste hauler that provides services for the type of material you will be recycling.
- Select a bin size and pick-up schedule that matches the volume of waste your business generates (and adjust as needed).
- Remember, recycling containers of any kind must be separate from those that contain landfill waste.

## Establish a Recycling Protocol Within Your Business

When your waste hauler comes to empty your dumpster, this is only the last step in the process. Making sure that materials end up in the correct container in the first place requires employee engagement! Take the time during regular staff meetings to reinforce employee recycling habits with reminders of where bins are located, what materials get recycled, and who is tasked with emptying bins.

- Take time to educate employees on what materials should be recycled.
- Place recycling containers alongside regular waste bins & in frequently used locations.
- Clearly label what items go into each bin. ([slcgreen.com/curbside-services](http://slcgreen.com/curbside-services))
- Task specific employees with emptying waste and recycling bins with consistent frequency.

