A Guide to Recycling for Small Businesses
Recycling Tips for Small Businesses
From ecomaine

Every pound recycled,
Saves you money in disposal costs.


2. Know that **ecomaine will pay you for your mixed paper and for cardboard** because of the resale value after processing. The value is market-driven and, for example, in October 2006 the price we would pay you for mixed paper is/was $30 per ton and corrugated cardboard is/was $20 per ton.

3. **Get a price** from your current trash hauler and other disposal contractors for collecting your recyclables (look for listings in the Yellow Pages under “disposal contractors” or “garbage removal,” and check with other small businesses near yours). Discuss materials to be included, ask if any separation of materials is required, ask about frequency of pick-up, and any container rental costs or other considerations.

   Know that **ecomaine does not require recyclables to be separated** by type, making recycling much easier for employees.

4. **Reward employees** for recycling by providing snacks or writing a personal note and let them know how many pounds they have recycled each month.

ecomaine is a non-profit waste handling corporation located in Portland. It is owned and operated by its 21 owner-municipalities in Southern Maine and serves an additional seven communities through long-term contracts (listed below). In addition, ecomaine accepts solid waste from non-member commercial and private haulers; it does not provide any hauling services.

ecomaine is the state’s largest recycler. Material that is not recycled is reused as fuel to make steam for generating electricity; the resulting ash is environmentally stable and buried in ecomaine’s ashfill/landfill.

**Owner-Municipalities**: Bridgton, Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Gorham, Gray, Harrison, Hollis, Limington, Lyman, North Yarmouth, Ogunquit, Portland, Pownal, Scarborough, South Portland, Waterboro, Windham, Yarmouth. **Associate Members**: Baldwin, Hiram, Naples, Parsonsfield, Porter, Standish.

Printed on 100% recycled paper. www.ecomaine.org
Step-By-Step Recycling for Small Businesses
Suggestions to Get You Started

Business Recycling
(Maine State Planning Office)
www.state.me.us/spo/recycle/bizrecycling/index.php
1-800-662-4545
Includes: a 9-step plan, Maine recycling statute, access to SPO staff (via e-mail links) for personalized help, buying recycled, links to other resources, waste services directory

How to Set Up a Recycling Program at Your Company
(San Mateo County, CA)
www.recycleworks.org/business/index

How to Set Up Recycling at Your Workplace
(Mid-America Regional Council)
www.marc2.org/recycle/business_tips.asp (note underscore between “business” and “tips”)

Developing a Recycling Program for Commercial, Institutional & Municipal Establishments
(State of Pennsylvania)
www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/FACTS/Comrec2
Includes “Conducting a Waste Audit” and an audit form

Setting Up a Recycling Program at Your Small Business
(State of Connecticut)
www.dep.state.ct.us/wst/recycle/smallbus

How to Start or Expand a Recycling Collection Program
(US EPA)
epa.gov/wastewise/about/overview
1-800-372-9473 (WasteWise Program – “...a free, voluntary EPA program through which organizations eliminate costly municipal solid waste and select industrial wastes, benefiting the bottom line and the environment.”)
Epa.gov/epaoswer/non-hw/muncpl/dmg2/chapter6.pdf
Includes recycling set-up, composting ideas, background information, etc.

Implementation Guide for Small Business Recycling Cooperatives
(Vermont non-profit supported by the US EPA)
www.NERC.org/site-map or 802-254-3636 (Brattleboro)
Includes publications available on-line

OR

Contact ecomaine for free on-site organizational assistance at 773-1738 or dunn@ecomaine.org

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www.ecomaine.org
9 Steps of Office Paper Recycling

Maine State Planning Office
Waste Management & Recycling Program

STEP 1. MAKE A COMMITMENT TO RECYCLE
Top level management must support the recycling program.

STEP 2. APPOINT A RECYCLING COORDINATOR
A responsible and enthusiastic recycling coordinator is crucial to success. The time needed by the coordinator is usually minimal and occurs primarily at the beginning of the program. Once operational, the program will be largely self-sustaining.

STEP 3. CARRY OUT A WASTE PAPER AUDIT
Knowing what is in your waste stream is essential in designing a recycling program. An audit will help you determine the composition of your waste stream, including the type, value and amount of waste paper generated by your organization.

The most effective method of auditing your waste paper stream is to manually sort it over a specified period of time. Your company's procurement records can also help you determine what paper you might generate. Finally, estimate your recyclable paper generation at 0.5 lbs. to 1.0 lbs. per employee per day.

STEP 4. RESEARCH MARKETS FOR YOUR RECYCLABLE PAPER
Make sure that you will have a place to take your recyclable paper before starting your program. The State Planning Office, Waste Management and Recycling Program publishes a listing of paper brokers in Maine. Contact the brokers in your area.

To determine who is best suited to handle your material, ask brokers the following questions: what materials are accepted? what financial benefits are offered? what services are available? Check references.

Small companies need to make recycling more efficient. Contact your town office to see if the town recycles office paper or offers any business services. Combine forces with other firms in your area to increase volumes. Brokers like dependable deliveries and large volumes.

STEP 5. DECIDE WHAT TYPES OF PAPER TO COLLECT
After evaluating the types of paper in your waste stream and finding out what kinds will be accepted by brokers or local recycling programs, determine the types of paper you want to collect. Focus on the higher value papers and those which make up the bulk of your waste paper stream.
**STEP 6. ESTABLISH AN EFFICIENT COLLECTION SYSTEM**

Prior to initiating your new recycling program, set up a formal collection system. Your existing trash collection system should provide the foundation for your recycling program. Always involve custodial personnel in the design of your collection system as they will be responsible for its implementation.

Provide employees with a recycling container for their paper and a waste basket for non-recyclable materials. You may also choose to place recycling containers in areas where paper is generated such as near computer printers or copying machines.

You will need storage containers sized to hold the amount of paper materials you collect and located where they are easily accessible by your broker or hauler.

**STEP 7. EDUCATE YOUR EMPLOYEES**

Employee education and cooperation is essential for a successful recycling program. Plan on starting your educational campaign a week or so before the program kick-off. The purpose of this campaign is to prepare your employees for participation in the recycling program.

Explain the goals and methods of the program to employees prior to implementation. Develop brief orientation sessions for all employees. Distribute a simple, concise information sheet on your recycling program. Create incentives for your employees to recycle. Remember to always make it clear that the program has the support of senior management.

**STEP 8. KICK OFF YOUR RECYCLING PROGRAM**

This is the simplest step in implementing your program -- just pick a date, have a celebration and start recycling.

**STEP 9. MAINTAIN YOUR RECYCLING PROGRAM**

Maintenance and continued promotion are essential to ensure a lasting, successful recycling program. Issue memos, newsletter articles and announcements on a regular basis. Monitor central container locations and prepare follow-up educational materials if you discover a contamination problem. Maintain clear, concise signs in all locations. Include office paper recycling training for all new employees. Keep a record of what and how much office paper you are recycling to use to evaluate your program and provide feedback to employees. Have your recycling coordinator spend a few hours each month keeping the program going smoothly.

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**For more information, please contact:**
State Planning Office  
Waste Management and Recycling Program  
State House Station 38  
Augusta, Maine 04333-0038  
(207) 287-8934 or 1-800-662-4545  
www.recyclemaine.com
### Waste Material Audit Form

<table>
<thead>
<tr>
<th>MATERIALS</th>
<th>LOCATION</th>
<th>RECYCLED Y/N</th>
<th>DISPOSAL LBS/WEEK</th>
<th>DISPOSAL TONS/YR</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>Computer Paper</td>
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<td>Ledger Paper</td>
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<td>Mixed Paper</td>
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<td>Corrugated</td>
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<td>Newspaper</td>
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<td>Magazines</td>
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<td>Glass Containers</td>
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<td>Aluminum Cans</td>
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<td>Steel Cans</td>
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<td>Scrap Metals</td>
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<td>Plastics</td>
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<td>Pallets</td>
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<tr>
<td>Batteries</td>
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<td>others</td>
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<tr>
<td><strong>TOTALS</strong></td>
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### Collection Cost Audit Form

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<tr>
<th>DATE OF COLLECTION</th>
<th>% FILLED</th>
<th>PICKUP COST</th>
<th>TYPE</th>
<th>SIZE</th>
<th># OF COLLECTIONS PER MONTH</th>
<th>MONTHLY COST</th>
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Recycling/Re-Using/Reducing Ideas for Small Businesses

Waste Reduction Ideas for Offices & Retail Stores (State of California)

www.ciwmb.ca.gov/BizWaste/FactSheets/Offices

Includes: business waste reduction, business waste reduction index, fact sheets & case studies, office paper, posters & signs, waste prevention info exchange

Swap Shops:
Items donated to swap shops must be in good working condition.

On-Line

www.freecycle.org (non-profit, international)
Freecycle is an international, on-line swap shop and its membership is free. This organization allows you to make your obsolete computers and other useful equipment available for re-use by others, rather than add them to the waste stream.

In-Person (Portland, Maine)

Ruth’s Renewable Resources is at 39 Blueberry Road in Portland, across from ecomaine’s recycling facility. She specializes in re-usable equipment and supplies that can be used by schools.

Many municipal transfer stations have swap shops on site, so check with town about eligibility and restrictions.

Recycling

www.ecomaine.org (Municipally-owned and operated by 21 communities in Southern Maine, non-profit)

ecomaine will purchase your cardboard and paper. Because they are not haulers, you must have it delivered to the recycling facility in Portland (64 Blueberry Road). Though pricing changes monthly, in October 2006 cardboard was $30 (per ton) and mixed paper was $20. Call 773-1738.

www.earth911.org/master.asp?

In this website, you select what material you want to recycle anything from CDs to bricks and in what state and town; the answers cover public and private entities, includes approximate mileage and links.

www.greendisk.com/gdsite/pack-ITservices.aspx (private business*)

GreenDisk is a company that handles even small amounts of computer-related waste by mail, such as CDs. According to their website, all intellectual property is destroyed and, then, re-used or recycled into jewel cases, CDs, and other products. You pay $6.95 for the first 20 pounds.

(*ecomaine provides this information without endorsement or personal experience.)

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www.ecomaine.org
BUYING Recycled Products

Sources:

1. Recycled Products Cooperative (non-profit)
   www.recycledproducts.org

2. From the New Jersey Department of Environmental Protection:
   www.state.nj.us/dep/dshw/recyclenj/
   This site offers lists of company’s, descriptions of what recycled
   products are offered and links to corresponding websites. Categories
   include apparel, building materials, home furnishings, promotional
   items, paper, and more.

3. From the California Integrated Waste Management Board:
   www.ciwmb.ca.gov/RCP/product
   This website provides links to businesses selling goods made from
   recycled material that range from archery targets to pet collars.

4. “Reduce, reuse and recycle” – products from all three are included
   in:
   www.ecomall.com/biz/-recycle1

5. The Minnesota Office of Environmental Assistance:
   www.moea.state.mn.us/rpdir/index.cfm
   This list is organized into many categories of products.

6. The Portland Oregon Metro District:
   www.metro-region.org/article.cfm?
   This site has a search system for more than 1000 recycled-content
   products.

7. The “New York State Buy Recycled Directory” is available on-line at:
   www.empire.state.ny.us/pdf/pollution_prevention/recycle/recycledproductsdirectory.pdf
   (underscore where blank spaces occur)
   This directory was compiled by three NY non-profit agencies and can
   be downloaded for your convenience.

8. ecocycle information is available at:
   www.ecocycle.org/ebm/index.cfm
   This website also provides a glossary of terms and other useful
   information.

Compiled by: ecomaine
www.ecomaine.org
We have the only single-sort (single-stream) state-of-the-art recycling facility in Maine; and we are on our way to another record-breaking year.

We make electricity from your trash and last year that brought revenues of $5.3 million.

We handle the disposal of municipal solid waste for 20% of Maine’s population.

We have three facilities (recycling center, waste-to-energy plant and a landfill) located in your back yard – in Portland just off Congress Street, next to Exit 46 of the Maine Turnpike. All of our facilities are certified ISO 14001 for environmental management.

Who owns us? You do - the taxpayers of 21 municipalities.
Including: Bridgton, Cape Elizabeth, Casco, Cumberland, Falmouth, Freeport, Gorham, Gray, Harrison, Hollis Limington, Lyman, North Yarmouth, Ogunquit, Portland, Pownal, Scarborough, South Portland, Waterboro, Windham, Yarmouth. And, ten others are contract members: Baldwin, Cornish, Hiram, Limerick, Monmouth, Naples, Parsonsfield, Porter, Saco, and Standish.

Our Annual Meetings for 2005-2006 and 2006-2007 (held in June) took place on the waste-to-energy facility grounds… while it was in full operation.