

Step-by-Step Recycling Implementation Guide **For State Agency Offices**

1. **Obtain Support From Upper Management**
 - Agency Heads have been made aware of the new requirements for recycling within State agencies as required by 9-1706 of the Environment Article Annotated Code of Maryland.
 - Agency Recycling Coordinators should gain the support of agency management so that all instituted plans will run smoothly.
2. **Form a Recycling/Green Team**
 - Each State agency has an assigned Recycling Coordinator.
 - Form a recycling team to monitor the progress of recycling, promote the program and address any problems that may arise in the future.
3. **Investigate Building Leasing Contracts**
 - Prior to the building lease expiration, contact DGS for guidance on integrating recycling collection into the new leasing contract. DGS handles all State leasing contracts so they will be a key player in renegotiating contracts.
 - Work with DGS and building management to ensure that janitorial contracts allow for the type of recycling program being implemented.
4. **Determine the Type of Recycling Collection System**
 - Speak with the facility manager or janitorial service to determine if there may be contractual issues that may limit the type of recycling program.
 - It is very important to define the details of how the recyclables will be collected. For example, will the employees take the recyclables to collection containers throughout the building or will the janitorial staff pick up recyclables from each office individually?
 - Ensure that janitorial staff plays an important role in making the recycling program successful.
5. **Designate Recycling Container Locations**
 - Determine where recycling containers will be located. It is recommended that the bins be placed in high-use areas alongside waste containers.
 - For example, place a paper container next to a copier or printer and place a container for bottles and cans in the break room. In the break room, it is recommended that a recycling container be placed next to the trash can so that people can easily see that there is another option available besides throwing the recyclables in the trashcan.
 - Designate a staging area where the recyclables will be stored until they are picked up by the contractor.
 - Clearly label each container with what type of material can be placed in it.

- Place signs above or near each recycling bin to indicate that this is a recycling bin. Design a sign or seek a website to help generate a recycling sign such as www.paperrecycles.org.

6. Perform a Waste Audit

- When securing a recycling contractor, the contractor may request information on the types and amounts of recyclables generated at your facility.
- Contact the current solid waste hauler to determine the amount of waste being generated at the facility and the frequency of the waste pickup.
- Use the following websites as a reference in determining the composition of the agency's waste stream (or MDE can help determine the waste composition):
 - i. http://www.seattle.gov/util/stellent/groups/public/@spu/@usm/documents/webcontent/spu01_006148.pdf (see section 5.3)
 - ii. <http://www.calrecycle.ca.gov/WasteChar/BizGrpCp.asp>
- In lieu of the websites referenced above, perform a waste sort of the waste generated at the facility. Contact MDE for technical assistance.

7. Contact a Hauler to Pick Up Recyclables

- The State has several statewide recycling contracts in place. (See *Appendix A* to determine the region where the State facility is located and to identify the recycling contractor). Contact the contractor listed for the region to identify how much it would cost to have the recyclables picked up. Let the contractor know how many people are at the facility and how much waste and recyclables are generated so that the contractor may calculate the frequency of pickup and type of container needed.
- Contact the current solid waste hauler to see if recycling is offered as well. Many solid waste companies do offer both services. Ask what exactly is accepted for recycling and what the costs are for pickup.
- Remember that by recycling, the amount of trash generated will be reduced. Even though there may be a cost to add recycling pickup initially, the cost for trash disposal (approximately \$52/ton average in Maryland) should decrease because less trash will be generated.
- Please note that it is not necessary to use the State contract for recycling services at the facility. A private contractor may be utilized. A list is available by accessing the "Recycling Market Directory" in the "State Agency Recycling" section of MDE's web page at www.mde.state.md.us/recycling.

8. Purchase Recycling Containers

- Determine how many recycling containers will be needed and what size will be required.
- For example, at MDE, each cubicle has a very small trash can (purchased at the Dollar Store). The small size of the trash can encourages the recycling of materials instead of throwing items into the garbage. At that agency, it is the employee's responsibility to take his/her bottles and cans to larger recycling containers for recycling. Each cubicle also has their own bin for paper recycling and this is collected by the janitorial staff on a biweekly basis directly from the cubicles.

- See *Appendix B* for a partial list of companies that sell recycling containers. Please note that the Department does not endorse the use of any particular company. Additional vendors can be found online.

9. Educate Employees

- Educate the employees as to what materials can be recycled and where the materials should be recycled. In order to have a successful recycling program, the cooperation of the employees is needed. Send out an email to all employees explaining the new program. Or provide a short training session where employees learn about the recycling program.
- Develop a newsletter or email that highlights the following:
 - 9-1706 of the Environment Article Annotated Code of Maryland directs all State agencies to develop a recycling plan for aluminum, glass, paper and plastic;
 - The importance of recycling;
 - Amount of material that is being discarded vs. amount being recycled at their agency;
 - The area in the building that is recycling the most (create a friendly competition amongst employees).

10. Monitor and Track Progress of Your Recycling Program

- Have the Recycling Team monitor the recycling bins to ensure that only recyclables are being placed in the bins. If a lot of trash is found mixed with the recyclables, make sure that there are proper signs with each container. Send a reminder email about what is recyclable and what is not. Please note that recyclables may be rejected or may cost more if there is contamination in the load.
- Contractors are required to report totals to the office where they are collected.
- State agencies are required to report the agency's recycling and waste totals to MDE on an annual basis.