

Section 2: How To Set Up a Recycling Program

All businesses in Montgomery County are required to recycle **mixed paper** (may be sorted by grade or type), **commingled materials** (aluminum cans and foil products, bi-metal steel/tin cans, empty non-hazardous aerosol cans, glass bottles and jars, and plastic bottles, jars and containers which may be sorted by type), **yard trim**, **Christmas trees**, and **scrap metal**.

Many organizations in Montgomery County already are recycling. They have learned that establishing a successful recycling program involves eight basic steps.

1. Enlist the Support of Top Management

Setting up a recycling program will affect every employee in your company and require changing several procedures. Before you begin, enlist the support of top management.



For most companies, recycling can be implemented for very little time and money. Here are some benefits:

- Reduced supplies and materials expense
- Reduced waste collection and disposal costs
- Improved corporate image within the community
- An increase in employees' pride in their workplace
- A positive impact on the environment

Make sure senior management has a copy of the County's recycling regulation, Executive Regulation 1-15, and the helpful brochure, Business Recycling Guidebook that can be ordered online or by calling RRMD.

2. Identify a Recycling Coordinator

Just as with any other program in your organization, an effective recycling program needs leadership. Most companies appoint a recycling coordinator, often assigning the task to the office or facilities manager.

In many companies, recycling starts because one person volunteers for the job of recycling coordinator.



The coordinator should take responsibility for:

- Providing recommendations when selecting a recycling service company (refer to the list of recycling companies in Section 8 of this handbook, or conduct a search online for "recycling" or "scrap")