



10-Step Guide to:

RECYCLING

IN STATE AGENCY FACILITIES



So many possibilities...

The concept of recycling is broad and includes, but is not limited to, aluminum, paper, and glass and plastic bottles. Building materials, electronics and even food waste may be recycled.

Why Recycle?

Solid waste output is effectively reduced by recycling. Recycling saves energy, resources and creates jobs. Recycling in state agencies is supported by the following legislation:

[Executive Order No. 156](#)

- Demands a reduction of solid waste for state agencies.

[General Statutes 130A-309.14](#)

- All state agency offices shall establish recycling programs



1) Learn a little about recycling

There are several categories of recyclable materials: container, paper, electronics, food waste and building materials are just a few. Explore the sites below to learn more about recycling in general.

- **Division of Pollution Prevention and Environmental Assistance:**
www.p2pays.org
- **RE3.org, our statewide recycling campaign:**
www.re3.org
- **RE3.org handbook:**
www.re3.org/coordinators.htm

2) Gain building support

Do a little research to gauge support for recycling in your building—you might be surprised! Send out a building-wide e-mail or write a quick memo and share it with each office. Be sure to involve the office managers and gain their support.

3) Identify a market

There are many places to recycle materials. You may have the opportunity to partner with your city or county program or use your current trash hauler. Take a look at our Recycling Markets Directory to identify recycling collection companies.

- **Local Government Contacts:**
www.p2pays.org/localgov/ncwaste.html
- **Recycling Markets Directory:**
www.p2pays.org/dmrm

4) Memo property manager

Find out who your property manager is and write him or her a [letter](#).

Your property manager probably pays for your trash and cleaning contract, so they will be the person who institutes the actual program and signs the contract. It will be helpful for them to know that you're required to recycle. Be sure to discuss with your findings regarding collection services.

5) Consider logistics

Your collection company/service provider will tell you how materials should be separated from the trash and what can be mixed together. Dual stream is becoming common practice, meaning you collect mixed paper in one bin and mixed containers in another. Some programs are single stream, so fiber and containers are mixed together. Keep in mind the amount of space you have for recycling bins.

6) Develop a collection strategy

Discuss the collection process with the property manager and custodial staff. A popular collection style is to designate centralized recycling bins in highly-utilized spaces, like copy areas and lunchrooms. Building occupants can be responsible for collection materials at their desk and take them to the designated locations as needed, and the custodial staff can be responsible for emptying the centralized containers when full.

7) Purchase containers

While local supply stores carry containers, so does state contract. Check out these resources for options:

- **Term Contract No. 485F: Pails, Waste Cans and Special Refuse Containers:**
www.doa.state.nc.us/PandC/485f.pdf
- **Recycling and Trash Receptacle Supplier List:**
<http://www.p2pays.org/BannedMaterials/ABCcontainer/BinVendors.pdf>

8) Educate building occupants

Define collection practices by identifying receptacle locations and the collection procedure. Define what is recyclable and what is not, and explain how to separate the materials. Create signs or stickers to label the containers to keep the bins free of contaminants and designated for recycling!

- **For stickers to label bins:** www.re3.org

9) Maintain support

Maintain program visibility to keep your recycling program strong and healthy. Update building occupants on a continuous basis on the success of the project by highlighting waste reduction figures,.

- [Waste Reduction Calculator](#)

10) Resources for special wastes

Interested in collecting non-conventional recyclables like electronics and fluorescent lighting? Check out the following resources to learn more about the scope of recyclable materials:

- **Electronics Recycling**
www.p2pays.org/electronics/
- **Fluorescent light recycling**
www.p2pays.org/fluorescent/
- **NC WasteTrader**
www.ncwastetrader.org/home.aspx