



Recycling

Steps to a Successful Recycling Program

- ✓ Make the commitment; decide to recycle as an organization.
- ✓ Find out what is accepted through your local recycling program with the help of Bluegrass Greensource. Lexington's recycling program accepts: cardboard, white paper, colored paper, newspaper, phone books, magazines, fiberboard, aluminum and steel cans, plastic bottles and jugs, and glass bottles and jars.
- ✓ Conduct a waste audit to determine what can be recycled and develop a plan to reduce waste.
- ✓ Work with Bluegrass Greensource to find out how your recycling will be serviced. Services vary from curbside pick up to drop off stations.
- ✓ Acquire or re-purpose recycling bins for indoor and outdoor use. Locate bins wherever there are trash receptacles. Make sure bins are clearly labeled and visible.
- ✓ Educate all employees about the recycling program and what materials are recyclable. A well informed custodial staff is essential for the success of any recycling effort.
- ✓ Designate a recycling coordinator to oversee the program, encourage co-workers and monitor pick ups. Another option is to form a "green team" comprised of employees representing different areas of your business.
- ✓ Evaluate and monitor the program, considering the staff 's input. Another waste audit could be done to evaluate progress.
- ✓ Create a waste reduction plan. Now that you have implemented a recycling plan, you can begin to explore ways to reduce the amount of waste that is produced by your organization, such as reusing items before recycling them.