

DOUGLASS TOWNSHIP MONTGOMERY COUNTY RECYCLING DEPARTMENT

DEVELOPING A RECYCLING PROGRAM AT WORK

THE REQUIREMENTS

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) requires commercial, institutional and municipal establishments located in Pennsylvania's mandated municipalities to recycle high grade office paper, corrugated paper, aluminum and leaf waste. In addition, establishments must recycle any other materials included in the municipality's recycling ordinance or regulations, which may include glass, newsprint, plastics, and/or steel and bimetallic cans. As a mandated municipality, businesses and institutions with facilities located within Douglass Township must implement recycling programs.

Douglass Township's recycling requirements are as follows:

- All commercial, institutional, and municipal establishments must source separate the following materials:
- High grade office paper
- Corrugated Cardboard
- Glass Containers
- Aluminum Cans
- Any other recyclables that may be designated by the Township's

These establishments must arrange for the collection and recycling of all designated materials. All commercial, institutional and municipal entities must provide written documentation as to the type and weight of materials recycled annually. Reports are due to the Township by March 1 of each year on a form provided by the Township.

DESIGNING YOUR PROGRAM

A well designed recycling program requires careful planning and attention to detail. When you implement a program that has been well thought out, it not only complies with the law, but it reduces waste, saves natural resources, and potentially, saves money for business or institution. Source reduction and reuse – using less resources in addition to recycling – can further reduce waste.

Elements of a successful recycling program are as follows:

1. **Obtaining Top-Level Management Support**
Senior management support is essential to success of your recycling program. Managements positive support promotes a similar attitude among employees and customers. Also, recycling programs often require initial outlays of capital. Management approval of a recycling budget ensures that resources are available when needed.
2. **Designing a Recycling Coordinator**
Every business or institution should have a coordinator to manage its recycling program. The person selected should be genuinely interested in recycling and able to interface with personnel at all organization levels. To ensure that attention is given to the program, it is advisable to incorporate recycling responsibilities into employee's overall job description.
3. **Establishing a Recycling Task Force**

If the facility is large enough and has a significant number of employees, a task force should be formed to help the coordinator plan and initiate the program. This group may remain in force as a permanent advisory body to ensure continued program development. To ensure that all parts of your operation are addressed fairly and adequately, task force representatives should be assigned from all departments that will be affected by your recycling program. It is also a good idea to include a spokesperson for employees.

4. Assessing the Waste Stream

The coordinator should assess the amount of recyclables in your organization's waste stream, and where they originate.

This process is called waste assessment. The waste assessment should focus on offices, lounges, cafeterias, restrooms, vending machine areas, boiler rooms, maintenance areas, storage areas, and other locations where trash originates. If the audit reveals that yard debris composes a large percentage of the waste stream, the task force should consider the feasibility of including on-site, composting as part of the recycling program.

5. Markets for Recyclables

Your recycling program will generate materials that can be used to manufacture new products. The companies that do are known as end users or end markets. One of the more significant tasks of the recycling coordinator is to determine how to get recyclables to these markets. Recyclables may be marketed directly to an end user if agreement can be reached on the amount, quality and regularity of the shipments. Otherwise, it will be necessary to negotiate with intermediaries - such as waste haulers, processors, or brokers to collect, process, and/or market recyclables.