By following these steps you will be able to make informed decisions about the type of waste reduction and recycling programs that are right for your business.

Step 1: Waste Disposal Practices and Costs

What is the name of your waste hauler?

Does your waste hauler offer recycling services?
If so, circle accepted materials: Paper Plastic Metal Plastic?

List all trash collection points inside and outside of your business:

Identify what size dumpsters are on-site and number of each?

2 YD____ 4 YD____ 6 YD____ 8 YD____15 YD____ 20 YD____ 30 YD____ 35 YD____40 YD____ Other____

What types of containers are used? Dumpsters ____ Open top roll-off ____ Compactor____ Other____

How often does your hauler collect the trash? Weekly ___ Monthly ___ Other___

What is the average volume (cubic yards) of solid waste in these containers?

Where is your waste taken for disposal?

Does your business currently process any of its solid waste?
If so, is it Baled ____ Shredded____ Other____ (please explain)

How many solid waste dumpsters are located outside of the facility?

What is the cost for disposal?

$ _____ per week $ _____ per month $_____ per year

Formula: Number of containers MULTIPLY (X) Disposal cost per containers = Total Annual Cost
Total Annual Cost per Cubic Yard $ .00

Step 2: Characterizing the Waste Stream

List the estimated percentages of your annual Municipal Solid Waste Stream (MSW).

RECYCLABLE	PERCENTAGE OF WASTE STREAM	APPROXIMATE CUBIC YARDS
Paper Basically all paper that will tear and is dry. Grades include: **Higher Grade** (i.e. white copy, letterhead, register receipts, computer, folders, post-it-notes, color bond paper, junk mail) **Lower Grade** (i.e. corrugated cardboard, chip board, newspaper, magazines, phone books)		
Plastic Please list all including polystyrene, bottles, jugs, film, etc.		
Metal Aluminum, steel, bi-metal, paint cans, aerosol cans, food cans, aluminum foil, sheet metal, etc.		
Glass Bottles and jars (brown, green, clear),		
Yard Waste Grass clippings, leaves, brush, other.		
Other Waste Textiles, food, certain plastics, hazardous wastes, paper towels, tissues, waxed cardboard, aseptic containers, etc.		

Step 3: Waste Handling Information

Are there seasonal variations in the amounts of recyclables being generated for example, office clean-out, record disposal, annual events, etc.?

Is there space available outside for the placement of a recycling dumpster?

Are there access constraints for recycling equipment and/or trucks?

Who is currently responsible for collecting and disposing of waste/recyclable materials generated in your facility? Check all that apply.

____Facility cleaning/maintenance department
____Custodial service (contracted or staff?)
____Office/plant employees
____Regular employees on shift schedule
____Other: please specify

How is collection accomplished? Be specific (i.e., custodial service/weekly, empty waste cans and recycling containers, and dispose or recycle daily).

Does your business currently process any of its recyclable material?

If so, is it Baled ____ Shredded____ Other____ (please explain)

Step 4: Recyclable Stream Analysis-Visual Sort

Areas of the business to walk through during assessment:

- Front desk
- Locations of all copying machines
- Individual offices
- Lunch room/Cafeteria
- Dumpsters/Compactors
- Manufacturing work areas

List the percentages of materials in your waste stream that you feel can be captured for recycling in cubic yards.

RECYCLABLE	PERCENTAGE OF WASTE STREAM	APPROXIMATE CUBIC YARDS
Paper Basically all paper that will tear and is dry. Grades include: **Higher Grade** (i.e. white copy, letterhead, register receipts, computer, folders, post-it-notes, color bond paper, junk mail) **Lower Grade** (i.e. corrugated cardboard, chip board, newspaper, magazines, phone books)		
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Glass Bottles and jars (brown, green, clear),		
Yard Waste Grass clippings, leaves, brush, other.		

Step 5: Benefit/Cost Analysis

How often does your hauler collect the trash? Weekly ___ Monthly ___ Other___

Could your trash pick-ups be reduced if you started recycling?

Would you see a cost-savings by reducing the volume in your trash dumpster and increase the volume in a recycling dumpster?

Formula:
Existing Annual Disposal Costs **MINUS (-)** New Disposal Costs **PLUS (+)** Recycling Costs (if applicable)

= Net Savings or Additional Costs