

## RECYCLING PLAN FOR: \_\_\_\_\_

This recycling plan outlines information essential to the implementation of a successful recycling program. It is intended to be a living document, updated, and shared with appropriate personnel as changes occur in your program.

### What materials are going to be recycled? Check all the items that you are recycling now, or plan to start recycling.

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Paper           | <input type="checkbox"/> Aluminum Cans | <input type="checkbox"/> Film Plastics             | <input type="checkbox"/> Paper Shredding Services |
| <input type="checkbox"/> Cardboard       | <input type="checkbox"/> Glass         | <input type="checkbox"/> Metals                    | <input type="checkbox"/> E Waste                  |
| <input type="checkbox"/> Plastic Bottles | <input type="checkbox"/> Pallets       | <input type="checkbox"/> Other, please list: _____ |   |

**NOTE:** Bubble wrap, film plastic, plastic strapping, and other hard to recycle materials can be captured in the **HEFTY RENEW Orange bag program**. However, this program is only offered to Rumpke MRF customers currently. 55-gallon bags are sold by the case and can be purchased through Rumpke.

**Will you be using the RENEW PROGRAM?**  Yes  No. Call 1-800-828-8171 or email: [Sales.Col@Rumpke.com](mailto:Sales.Col@Rumpke.com)

### What materials are going to be recycled?

These team members oversee aspects of our recycling program. They should be able to handle service issues or answer questions on materials.

#### Facility Manager:

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Responsible for:*

#### Housekeeping Supervisor:

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Responsible for:*

#### Green Team Lead:

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Responsible for:*

## Our Trash Service Provider:

**Trash Provider's Name:**

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Responsible for:*

**Account Number:**

**Equipment Used and Service pick up day:**

List dumpster sizes and pick up frequency



## Our Recycling Service Provider:

**Recyclings Provider's Name:**

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Responsible for:*

**Account Number:**

**Equipment Used and Service pick up day:**

List dumpster sizes and pick up frequency



Record any other service providers handling recycling items you are diverting here:

**Recyclings Provider's Name:**

**MATERIAL TYPE:**

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Customer Service Number:*

**Account Number:**

**Equipment Used and Service pick up day:**

**Recyclings Provider's Name:**

**MATERIAL TYPE:**

- ▶ *Phone Number:*
- ▶ *Email:*
- ▶ *Customer Service Number:*

**Account Number:**

**Equipment Used and Service pick up day:**

## Internal Collection Set up:

The success of your program is contingent on whomever is collecting recycling materials and transporting them to dumpsters. It is critical that recycling processes are reviewed with this stakeholder. \_\_\_On Site Staff \_\_\_Contracted Service \_\_\_Other

If contracted service please note the service provider:

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## Education Guidance:

### Onboarding Education (Required)

- ▶ Each new employee will receive training on what materials are accepted for recycling in their work areas within the first 10 days of the employee's start date. Training will be administered through in-person discussion and/or sharing the training video that employees can watch on their own.
- ▶ Staff should have recycling program training within 30 days in any one of these instances: Changes to the materials collected or other significant changes to the recycling program.

### Continual Education can happen throughout the year in any of these suggested ways: (Recommended)

- ▶ Annual training refreshing staff members on the location of containers and materials accepted could be held during April (typically Earth Day, April 22). This could be an email that goes out, digital reminders, or a meeting in person or virtually is held to recap the recycling program, share diversion numbers, and answer questions.
- ▶ Awareness about recycling could be shared on America Recycles Day (Nov. 15), send information about your recycling program to employees, and/or host a lunchtime event.
- ▶ Provide recycling education once a month by sharing the slide deck created for this purpose and available for download: <https://www.swaco.org/370/Educate-Employees>

What recommended continuing education commitments outlined above are you willing to make? Pick at least one, please.

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## Description of your recycling program regarding container usage and placement

Provide a general description that identifies the collection process and includes any unique procedures. Examples: Desk side recycling is loose paper and cardboard only. The receiving area has a tipper for collecting and transporting cardboard only. Mixed recycling is collected in communal collection points located in the main office, training room, warehouse and each floor cubicle space.

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## Program Goals:

In this section, the goals of the program should be listed. If your company has an existing sustainability goal or directive related to diversion, that can be included here. If your company is looking to increase diversion from an existing recycling program, outline below the overall goal and how your company will achieve that increased diversion.

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