

# Recycling@Work 10-step Action Plan



**Step 1 - Make The Commitment:** Join the pledge today and join others in implementing a better recycling program.

**Step 2-Assemble Team:** Ensure your team is from various departments so you have a whole representation of your company. Identify a responsible Team Leader who will be the organizer of the project, lead the rest of the team, and empower change.

**Step 3-Conduct Audit:** This will act as a fundamental baseline for your program and will determine the number of recyclables and waste your office generates. It also will allow you to measure your progress and see how far you've come.

**Step 4-Develop A Plan:** Identify the streams that you will be collecting from your recycling & waste program. Set a collection goal for each stream you are collecting. Consider your collection methods and removal processes and the placement, quantity, and size of your containers.

**Step 5-Make It Easy:** Ensure the recycling containers are placed in high traffic areas, beside all waste bins, and are clearly labeled to show what materials are accepted and to avoid any confusion.

**Step 6-Launch Your Program:** Have your company President or CEO send out an email to launch the program and inform staff. Hold an event or a meeting to launch your program and get your employees on board. The kick-off event can be anything from a lunch to a social, and there are lots of materials and resources available on the Recycle Away website to get started.

**Step 7-Monitor Your Progress:** Start a schedule to monitor the progress of your program. Doing this from the start will allow you to track your progression toward your goals, as well as pinpoint any challenges along the way.

**Step 8-Publicize Success:** Utilize communication methods such as company-wide emails or newsletters to promote recycling rate increases, cost effectiveness and participation. Publicly acknowledge employees who have made a strong effort or contribution with a special mention, gift, or award to celebrate their success. You can also publicly mention your achievements through your website, social media, e-blasts, or a public press release.

**Step 9-Buy Recycled Content:** Wherever possible, purchase products that are made from recycled-content. Consider everything from printer paper, note pads, envelopes, and cardboard packaging materials. Let your suppliers know you are making the switch and offer recommendations for recycled products.

**Step 10-Encourage Others:** Invite other businesses to participate in this pledge as well and spread the word! By following these ten steps you can ensure that you are on a green path to a brighter future!