

## Establishing a Recycling Program

Recycling can be a cost-effective and a sustainable solution to waste generation in any business setting. Use these steps as a reference guide during the beginning stages of research. Establishing a recycling program will take some initial planning and teamwork, but once established, maintaining a recycling program is made easy by conducting quarterly, monthly or yearly recycling trainings for all employees. If you have any questions, please reach out to the Zero Waste team.

### Step 1: Identify stakeholders

- Speak with your facility manager to determine if you have a contract with your trash hauler
- Make sure the entire team and custodial staff are on board before you move forward
- Obtain management support to move forward with creating a proposal

### Step 2: Research your waste infrastructure

- Analyze and record the types of waste that is generated by your business
- Find space to house a recycling container where a recycling truck has easy access to it
- Determine whether the container will be housed in the parking lot, alley, or loading dock of your business

### Step 3: Cost-benefit analysis

- Start with your current landfill hauler, and see what recycling services they offer
- If your current landfill hauler offers recycling services, compare their rates to other recycle haulers
- Determine what types of recyclables are accepted by the haulers and compare that to the waste generated at your business to determine which hauler is the most robust, cost-effective fit for your business

Identify  
stakeholders

Research

Cost-benefit  
analysis

Offset  
recycling  
costs

Implement  
recycling



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## Step 4: Adjust landfill pick-up frequency to offset recycling costs

- Determine whether you can remove one of your current outdoor landfill containers to substitute with a recycling container
- Look at decreasing the frequency of landfill pick-ups, or switching to on-call pick-up

## Step 5: Implementation (if possible with budget)

- Make sure all interior landfill bins, on all floors, are paired with recycle bins
- Use blue or clear bags in all interior recycle bins to help custodial staff identify the recycling from the trash and make sure bins are clearly labeled
- Conduct monthly, quarterly, or yearly recycling trainings to make sure everyone on your team is participating in your recycling program

Here is an example of color-coded labels. To request a copy of these labels, please email [greenbusiness@phoenix.gov](mailto:greenbusiness@phoenix.gov)



City of Phoenix  
Green Business  
Program

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City of Phoenix  
PUBLIC WORKS DEPARTMENT