SAN BERNARDINO COUNTY

Business Recycling Guide:

An introduction and implementation resource for the business community.



A service provided by the Department of Public Works, Solid Waste Management Division & Economic Development Agency.



The County of San Bernardino has produced this guide to assist businesses in establishing or expanding their business recycling efforts. This guide provides business owners and management the tools to facilitate source reduction, reuse, recycling business waste characterizations and other templates to sustain a recycling program. Additional resources are also included.

The increased interest in recycling, especially at the business level, stems from the requirement for all California jurisdictions to divert 50% of their waste generated in their boundaries from landfills as required by the Integrated Waste Management Act of 1989 (Assembly Bill (AB) 939). This guide shows businesses how to plan, prep, implement and maintain a recycling program. In addition, new regulations requiring businesses to have recycling (AB 341) and greenwaste (AB 1826) programs are or will soon be affecting businesses.

The Solid Waste Management Division in partnership with the Economic Development Agency, want to thank you for taking the time to integrate recycling into your business plan. The benefits do come in time either monetarily, through cost savings or reducing the business's impacts on the environment. Choosing to change your business practices to incorporate more waste reduction and recycling programs is the first step. If you have any questions, please contact your Recycling Specialist at 1-800-722-8004.

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ABOUT THIS GUIDE

The first part of this guide provides essential background information and guidelines common to all business waste reduction programs. The second part addresses businesses in particular industries that a business owner or manager may reference to target or customize to specific recycling needs. Finally, the Appendix section contains supplemental materials including assessment forms, glossary and additional resources.

Business Recycling 101

The California Legislature passed the Integrated Waste Management Act of 1989 (Assembly Bill (AB) 939) requiring all cities and counties in the state to meet a 50% diversion of waste from landfills by the year 2000. On October 6, 2011, the State passed AB 341 which took effect on July 1, 2012. This law states businesses that generate 4 cubic yards or more of waste per week and multi-family dwellings of five or more units must have a recycling program. On September 28, 2014 AB 1826 was passed requiring businesses that generate more than eight cubic yards of organics will also have to have a way to recycle/divert that material from landfills by April 1, 2016. It is up to the jurisdictions to educate and provide programs for businesses to assist with these goals. Jurisdictions that fail to meet these targets are subject to fines of up to \$10,000 per day. Businesses need to provide diversion/recycling information to the jurisdictions in the form or a survey, report or other method as required by the jurisdiction. This information is reported annually to the State for compliance measurement.

Business and industries alone generate 49.5% of California's waste stream (Source California 2008 Statewide Waste Characterization Study). Reducing the amount of waste a business produces saves valuable landfill space and decreases the disposal costs a businesses incurs. As a business leader, your participation is critical in achieving the waste diversion goals set forth by the State. Business owners and managers can save money by incorporating a recycling and source reduction program into their business plan. Business recycling not only allows the County to attain state mandated goals but there are also tangible benefits in adopting waste reduction and recycling programs including but not limited to:

- Producing less trash through waste reduction and recycling which in turns reduces the cost of disposal. Typically recycling containers cost less than trash containers.
- Waste reduction results in lower procurement costs. For example, using double-sided copies reduces the demand for paper. Better yet, using electronic files vs. paper files reduces waste further!
- Recycling programs can become a powerful marketing tool. The public is perceptive to the idea of recycling. Businesses which publicize their recycling efforts, find that they are able to effectively project their social responsibility and that in turn can enhance their bottom line by attracting more like minded customers.

NOTE: The County of San Bernardino has exclusive franchise agreements for trash and recycling services. Franchise haulers are given the first right of refusal to handling waste unless the waste materials are donated, sold or self hauled. To see who is the franchise hauler in your area, please refer to the end of this document.

Getting Started—Planning

As you begin to develop your plan, you will find unique conditions that apply only to your business. However, here are key elements found in all successful programs:

• The Management Condition

The decision to develop and implement a recycling program, must come from the highest level of management and incorporates everyone from the top down. Every level within an organization must understand the role it will play in achieving waste reduction goals.

A Simple, Straightforward Plan

A recycling program that does not require extensive effort and time will have the greatest chance of success. Simple office paper program is a good place to begin; it will offer strong opportunities for success and expansion to other materials once the practice is routine.

• The Recycling Coordinator

The business must have an enthusiastic and well-organized employee to undertake the additional role of the recycling coordinator. Programs at inception are not self-regulating; an individual taking lead is intrinsic to the program's success and serves as a link between management and employees. The coordinator should structure the overall program, develop implementation timelines and work with the collectors of materials as well as monitor results. The coordinator must have the authority and visible support from management in running the program.

• The Communication Plan

Recycling programs are successful when participants have clear understanding of what is expected. All employees should receive ample notice of the program's implementation. Update employees on the progress of the program and expectations prior to launch. Scheduling a presentation from either the waste hauler or the jurisdiction's recycling specialist to address employees and/or management's questions on what to do and not to do regarding the recycling program alleviates confusion.

Getting Started—Planning (cont)

• Markets for Materials

In the design of a recycling plan, it is critical to know what you will do with what you collect. The waste haulers or recycling firms in your area can provide information on commodities accepted, current prices and logistic information regarding collection, transportation and processing.

• Monitoring and Evaluation

Establishing a good monitoring and evaluation plan demonstrates what is working and where problems exist. Data from this plan will serve as the basis for the effective communication efforts and program improvements needed for long term success of the program.

Incentives

In setting up the program, management may encourage employees to utilize the recycling program with incentives. The incentives can function as a reminder to use the program, to encourage more usage or as a reward for actively participating in the program. Management should decide on the types and quantities. For example, if an employee takes the recycling to a recycling center, all proceeds from recycling pays for the employees gas or goes into a lunch fund.



Drafting the Plan—Strategies for Success

The following steps are common to many recycling programs:

STEP 1: Conducting the Assessment

The first step in developing a recycling program requires an understanding of the business' waste stream. A waste assessment determines which materials can and cannot be recycled (check with your waste hauler or recycling specialist for assistance). Large organizations should contact their local waste haulers to develop a plan which will be effective in a complex environment. Depending upon the size and nature of the business, assessments either range from a walk-through to filling out detailed forms. Waste assessments should be an ongoing part of a business's recycling program because waste volumes generated periodically change.

STEP 2: Questions to Ask and Answer

A comprehensive recycling plan can be derived during the waste assessment. Implementing a recycling program works best if phased in. Divert high volumes and easily accessible items first. Then add other recyclable materials in future phases. In the development of any recycling plan, it is critically important that the entity charged with the final handling and marketing of recyclable materials from the onset of the plan's design is considered. From this position, the rest of the plan can be "backed into". In doing so, ask and answer the following questions:

- Which materials do we separate for recycling?
- When, where and how will materials be collected?
- Who and how will remove, process and market materials?
- How do we educate the employees about the program?

STEP 3: Source Separation (Setting Up Containers)

Source separation at the point of origin is the critical step in any waste diversion plan. For example, if an office generates high grade white paper that can be recycled and less valuable mixed paper, it is a good idea to keep the two separate so as not to lower the white paper's value. Containers for collecting different types of recyclable materials must be strategically located throughout the business. Every situation will

Drafting the Plan—Strategies for Success (cont)

differ, but some successful programs include the following:

- Desktop (or under desk) containers for recyclable paper
- Containers in copy rooms and computer/printer locations
- Beverage container collection containers in employee break areas
- Space set aside for large recyclables or reusable items
- Containers for regular trash strategically placed throughout the office to avoid contamination (i.e. non-recyclables thrown into recycling containers with the recyclable items.)
- Reduce trash container sizes and increase recycling container sizes

STEP 4: Collection—In and Out of the Workplace

An efficient collection system is essential to the success of your recycling program. Janitorial or maintenance staff will serve as a vital link between those who separate the recyclables and the contractor who will remove the materials so they can be processed or marketed. The collection phase of your recycling plan requires these steps:

- Coordinate collection of recycling containers with trash collection.
- Provide appropriate space for intermediate containers.
- Establish a regular collection time schedule.
- Provide easy access for the collector to pick up the materials.
 (Larger businesses may have sufficient volumes of materials to warrant an on-site baler or other compaction equipment. This will make the collection of recyclable materials easier and increase their volume.)

STEP 5: Managing Recyclables

As your recycling plan develops, critical marketing issues need consideration between your business and the selected hauler, particularly in the case of businesses which generate high volumes of materials. Do not be dissuaded if a market for some business waste does not exist yet. In most cases, it costs considerably more to landfill a ton of waste than it does to recycle.

Drafting the Plan—Strategies for Success (cont)

STEP 6: Monitoring and Evaluation

At the onset of the program, include an evaluation and monitoring aspect. The benefits of a recycling program are far ranging and long term. The monitoring and evaluation will determine what short term impacts your program is having and if any changes are needed. Regularly evaluate baseline information compiled through the waste assessment to determine the progress of your program. Some key points to track:

- Which goals were met? Why or why not?
- Which strategies are working and which are not?
- What are the costs/revenues resulting from the program?
- Is a meaningful level of waste diversion occurring?
- Is employee training/communication effective?
- What changes need to be made and how?

Implementation Tactics to Consider

Work with the waste hauler in or your recycling specialist to arrange for collection of recyclables.

If you lease or rent a space in a commercial center/building, talk to the property management company about arranging collection for recyclables. Make sure to mention that there is usually a cost savings for incorporating recycling and reducing disposal. In some cases, a joint approach by several businesses with the same property management company can be effective.

If the business is in an office building, speak to the building manager or maintenance superintendent to see what programs are in place or how to begin a program that will fit the needs of all the businesses at that location.

Program Implementation Steps

Obtain and distribute containers for collection

You will need at least one container for trash and one container for recyclables (more if you are going to separate by material type). Having a container in central locations or at each employee's desk will help with the process. Make sure all recycling containers have a trash container in close proximity or right next to it. You may also need a wheeled recycling container for the collection of individual containers. Check with your custodial contractor if you have one to see what they can provide. Make sure that your containers are placed so that fire codes are not violated.

Employee/Custodial Staff Participation

Communication is key to a successful program. Distribute education materials to your employees on what can and cannot be recycled as well as the location of the recycling containers. Check with your local hauler or recycling specialist for already developed recycling education. For managing the recycling that has been placed in those containers, if an employee is in charge of transporting the recycling to a central location, make sure the employee has all the tools they need to do so. If the custodial staff will be involved, talk with their staff and management on what you expect from their assistance and how you see it being done. They may have some suggestions that will make the program more efficient.

Set Up Recycling Services and Locations for Pick-Up

It is recommended that you set up recycling services with your local franchise trash hauler. Businesses have the option of recycling on their own through a self haul program or donating or selling the items to a non-profit or recycling center. Make sure that whom ever is transporting the recyclables, they know where the containers are and what materials they are transporting. A business will need to provide record of your program to the County.

Start the Program!

Congratulations! You are now ready to get this program underway!

Additional Waste Reduction Strategies

Source Reduction

Source reduction means reducing the amount of waste at the source. This is a process not just a single action and means that you are reusing materials even before recycling them. Here are some valuable source reduction tips, which are environmentally sound and can save money:

- Return trimmings and overruns to the production process when possible.
- Reuse paper (clean side) for note pads or scrap paper.
- Proofread documents before printing multiple copies.
- Make only as many photocopies as you need.
- Make documents double sided if more that one page.
- Use electronic mail, messaging, reports and other communication.
- Replace your fax machine with plain paper mode (traditional fax paper is not recyclable).
- Reuse packaging containers and stuffing materials for future shipping or take them back to a shipping store such as Fed Ex or UPS*.
- Circulate magazines or cut down on subscriptions. You can also contact those companies who send you junk mail or extra paper copies and ask to be removed from the mailing list.
- Purchase equipment that is repairable or lease the equipment.
- Donate obsolete or unused items to charitable organizations.
- Substitute single use products with reusable ones.
- Use cloth rags or a cloth service instead of using disposable towels.
- Use rechargeable batteries.
- Have a centralized filing system instead of duplicate copies.
- Reuse office supplies such as boxes and envelopes if feasible.

These are just some of the source reduction ideas to consider. Evaluate your business and identify areas for source reduction and reuse.

^{*}The County does not endorse specific companies. Those listed are just examples.

Additional Waste Reduction Strategies (cont)

Procurement

Another dimension to waste reduction measures, pertaining specifically to recycling, is purchasing products made in part from recyclable materials. This helps create a demand for the products and the materials. When you have heard the term, "Closing the loop" it means that you are now completing the cycle of recycling and purchasing materials made from what was recycled there by reducing the amount of virgin materials being used. In purchasing recycled content products, you obtain materials that otherwise would have done to a landfill. Here are some procurement policies that may be considered:

- Notify manufacturers of your desire to buy recycled content products.
 Check with them to see what they already have that you can swap out.
- Tell your suppliers to keep packaging materials at a minimum. Ask suppliers to ship orders in returnable/reusable packaging and pick up unused packaging with future orders.
- Commit to purchasing products with a minimum recycled content standard.

Compost/Grasscycling

Businesses with lawns or landscaped areas can make an enormous contribution to the environment by ensuring their organic materials are mulched or composted. Composting is the biological decomposition of organic material into an enriched soil amendment. Some simple strategies include:

- "Cut it high and let it lie" meaning to leave grass clippings and scrap materials to biodegrade in their current environment. It provides a fertilizer for the plants already there.
- Arrange to have grass clipped by a mulching mower.
- If practical, start a compost pile.
- Check with your local hauler for greenwaste collection programs.
- Buy mulch and compost from your local mulching facility.
- Implement a commercial food scrap program.
- Work with your contracted landscaper to take all organic scraps to a

Additional Waste Reduction Strategies (cont)

certified compost facility.

- Alter mowing/watering cycles based on the season.
- Remove water guzzling plants and replace them with drought tolerant plants that may also need less pruning.

Remember, beginning April 2016, businesses who generate 8 cubic yards of organic wastes (including landscaping and food waste) will need to send their excess to a managed operation other than a landfill or have a mechanism to deal with it on site. Check out AB 1826 for more information.



OFFICES



For businesses with an office, the easiest thing to recycle is paper. Paper is the single largest component of the municipal waste stream. Beyond the strain on the landfill, the impact of virgin materials. As a rule of thumb, recycling one ton of paper saves 3.3 cubic yards of landfill space and 17 trees. Consider too, recycling paper saves energy and water. Paper made from recycled paper uses 64% less energy and 50% less water than virgin paper. Manufacturing recycled paper products generates 60% less air pollution and 30% less water pollution than virgin materials.

Other materials that can be recycled in an office include:

- Beverage containers; bottles, cans, glass
- Cardboard boxes
- Printer cartridges
- Batteries
- Office equipment/Electronics
- Writing utensils
- Hazardous materials

Items that cannot be recycled include:

- Carbon paper
- Thermal fax paper
- Plastic coated paper
- Dual material packaging (i.e. bubble envelopes etc)
- Blueprint paper
- Self adhesive labels
- Tissue paper or paper towels (might be able to compost paper towels depending on programs in your area)
- Wax paper
- Photographic paper
- Paper with food on it (unless composting exists in your area).

If you are in doubt as to whether or not an item can be recycled, contact your local hauler or recycling specialist with your questions.



RETAIL ESTABLISHMENTS

Along with the need to dispose of their own recyclable materials, retail establishments—especially grocery stores—shoulder an especially important responsibility with respect to waste reduction. The fact is retailers contribute to the waste stream just about every time someone walks out of the store with a shipping bag. Both paper and plastic bags have environmental shortcomings. Although recyclable, most paper bags consist of exclusively virgin materials since recycled paper does not have enough fibers to provide the required strength. As for plastic bags, most are made from petrochemical resins and are not biodegradable. This section offers a number of strategies through which retailers can reduce the waste that come from stores:

Targeted Materials:

- Shopping bags
- Corrugated Cardboard
- Packaging materials
- White paper
- Newspaper
- Mixed paper
- Beverage containers
- Clothes hangers
- Food (in certain cases)
- Pallets

Other ways to reduce the amount of waste produced are:

- Offer reusable bags or instead of asking "Paper or Plastic?" have staff ask "Do you need bags?"
- Make bag recycling areas easily accessible for customers.
- Ask vendors to ship materials to the location in reusable containers with minimal packaging if possible or use packaging that is made from post-consumer recycled materials.
- Donate items instead of throwing them out.
- To save space, bale materials when possible.
- Educate the public and employees on your recycling efforts.



HOTELS/MOTELS

Waste reduction efforts can save hotels/motels money and make the stay for their guests more comfortable. An important aspect in any recycling program is to enlist the ideas and help from employees and in the case of hotels, their guests.

Targeted Materials:

- Beverage containers
- Food containers
- Newspapers
- Clothes hangers
- Food waste
- Cardboard
- Office Paper
- Ink cartridges

Here are some strategies to assist beyond just waste reduction.

- Cut down on water usage by replacing faucets, shower heads, toilets and posting water saving tips in areas of the room where water is accessible. Fixing leaky faucets will also reduce water waste. Also check with your local water purveyor to see if recycled water is available for landscaping areas.
- At check in, ask guests if they need soaps, shampoos and lotions instead of having them already in the room. Any unused items can be taken to local charitable organizations. Items can also be purchased in bulk as well.
- Reduce the use of hazardous materials if you do have to use them, dispose of them properly when done with the product.
- Use bulk products in food areas instead of individual packets or only have single serve on request.
- Use reusable serving ware and dishes in food areas.
- Have recycling containers in the room and common areas throughout the business.
- Incorporate recycling information in with guest paperwork, reading materials and signage in rooms.



MULTI-FAMILY DWELLINGS

Tenants in multi-family dwellings are key to maintaining a recycling program. With proper education and strategically placed recycling containers, tenants will do most of the work when it comes to recycling.

Targeted Materials:

- Beverage containers
- Food containers
- Newspapers
- Clothes hangers
- Food waste
- Cardboard
- Office Paper
- Ink cartridges
- Clothing
- Plastic containers
- Glass containers

Here are some strategies to assist beyond just waste reduction.

- Place recycling containers in each unit to assist with tenants transporting recyclables to a central location.
- Make sure recycling containers are placed throughout the complex to make it as easy on tenants as possible. This includes trash and recycling dumpsters.
- Have a donation area that tenants can deposit items that are still useable for other tenants to use or donate them to local charities.
- Make sure all recycling areas are clean and tidy so tenants feel comfortable using them.
- Remind tenants of recycling practices at community meetings.
- Incorporate recycling information into new tenant packets.



FOOD SERVICE

As in the case with most businesses, food establishments have good reason to see waste reduction from three perspectives: as a contribution to reducing the waste stream, as a way to project social responsibility to customers, and as a way to cut costs by reducing disposal. Dealing with the recyclable materials food establishments generate is straightforward. The strategies with dealing with these materials include cutting on excess packaging donating unsold food to charities*, sending food waste to composting facilities and setting in place traditional recycling programs for beverage containers. However, there are special considerations. An establishment serving food needs to maintain high standards of hygiene, which means not letting waste or recyclables sit around for long periods of time. You also want to keep most recycling activities out of the sight of customers.

Target Materials:

- Beverage containers
- Food containers
- Food waste
- Office paper
- Cardboard
- Packaging materials

Other helpful ideas include:

- Use bulk materials instead of single serve.
- Use carbonators and siphons instead of bottled drinks.
- Buy bar mixes in concentrate instead of ready to mix.
- Offer straws in dispensers rather than individually wrapped or better yet, only offer straws when requested.
- Use reusable coasters instead of disposable or use coasters that can be composted if the business participates in a composting program.
- Use a linen service for table cloths and napkins.
- Use hot air dryers in the bathrooms instead of paper towels.
- Purchase liners made from recycled content materials.
- Monitor inventory closely to reduce waste.
- Use a rendering service for food waste that cannot be composted.

^{*}Check with your legal counsel on California's "Good Samaritan" law.

MEDICAL FACILITIES

A large part of the waste stream from medical facilities is non-hazardous. When it comes to waste and recyclables, medical facilities are not that different from other sectors of the business community. Medical facilities do have special considerations that need to be taken into account.

Target Materials:

- Mixed paper
- Office paper
- Corrugated cardboard
- Beverage containers
- Greenwaste
- Food waste
- Plastics

Other helpful ideas include:

- Recycle plastic containers that patients use during their stay.
- Make sure all hazardous waste, medicines and sharps are disposed of through a hazardous waste collection program.
- Buy cleaning supplies in bulk rather than individual containers.
- Wherever it is safe use a laundry service.
- Eliminate excess materials that are seldom used by not ordering as many.
- Explore using reusable instruments where feasible. Proper sanitation techniques need to be in place.
- Donate supplies not used.
- Use compostable or reusable utensils instead of disposable.

GLOSSARY

Baler—A machine used to compress and bin recyclables for shipment and storage.

"Closing the Loop" - Refers to the steps of sorting, collecting, processing and giving recyclable materials another life. The purchase of recycled-content products in an attempt to expand market demand for these materials, thereby providing an economic incentive to divert materials from disposal.

Compost—A mixture that consists largely of decaying organic matter and is used for fertilizing and conditioning soils.

Computer Paper—Oversized paper on which green bars are printed. To be recycled, the paper must be untreated and uncoated.

Corrugated Cardboard—Cardboard with ridges and grooves that create a wall sandwiched between two paperboards to protect their carton's content.

E-Waste—Electronic equipment near the end of it's useful life. Televisions and computer monitors are examples of E-waste.

Ferrous—Derived from iron. Ferrous metals are attracted to a magnet.

Grasscycling—Waste prevention practice of leaving grass clippings on the lawn while mowing which allows nutrients to return to the soil.

HDPE # 2—High density polyethylene—a type of plastic used to make milk jugs, detergent bottles and motor oil containers.

LDPE #4—Low density polyethylene—a type of plastic used in plastic bags, film trash bags, newspaper bags and bread bags.

Mixed Waste Paper—A mixture of grades of recycled paper (not all white paper).

Mulch—The practice of layering organic material on top of the ground to insulate and protect it from erosion, temperature extremes, moisture loss and weed growth.

Non-Ferrous Metals—Metals which contain no iron. Non-ferrous metals will not be attracted to a magnet.

Office Paper—Includes ledger, printer, computer and bond papers.

PET #1—Polyethlyene terephthalate—a type of plastic used for so-da, water and juice bottles.

Procurement—The purchasing of a product (best practice to buy materials made from recycled content and close the loop).

Recycling—The process of collection, sorting, cleansing, treating and reconstituting materials that would otherwise become solid waste, and return them to the economic mainstream in the form of raw material for new or reconstituted products.

Solid Waste—Unwanted or discarded materials (trash/garbage).

Source Reduction—The action that reduces the generation of waste at its source.

Source Separation—The act of segregating recyclable or compostable materials from other materials in the waste stream at the point of generation.

PVC #5—Polyvinyl Chloride— a type of plastic used in household cleaner bottles, cooking oil and liquor bottles.

Waste Minimization—An action that reduces the generation of waste at its source.

Waste Reduction—The combined efforts of waste prevention, reuse, composting and recycling practices.

IMPORTANT CONTACTS

County of San Bernardino

Dept. of Public Works, Solid Waste Management Division 800-722-8004 or 909-386-8701 www.sbcounty.gov/dpw/solidwaste

Economic Development Agency 909-387-4700 www.sbcountyadvantage.com

Fire Department/Hazardous Materials Division CESQG Program 909-382-5401 or 800-OILYCAT (645-9228) www.sbcfire.org/hazmat/hhw

State of California

Dept. of Resources Recycling & Recovery (CalRecycle) 916-322-4027 www.calrecycle.ca.gov

Federal Resources

U.S. Environmental Protection Agency (Solid Waste Section) 415-947-8000 or 866-EPA-WEST (372-9378) www.epa.gov/region09



RECYCLING MARKET DEVELOPMENT ZONES

The County of San Bernardino has four Recycling Market Development Zones (RMDZ):

Chino Valley RMDZ Hesperia RMDZ High Desert RMDZ San Bernardino County RMDZ

RMDZs combine recycling with economic development to support businesses that manufacture goods using recycling materials and divert waste from landfills.

RMDZ's are overseen by CalRecycle and provide incentives and capital to manufacturers using recycled materials. CalRecycle funds marketing activities, organizes training workshops for zone administrators, visits and consults with recycling based businesses, and administers the RMDZ loan program.

The County of San Bernardino, Economic Development Agency is the zone administrator for the San Bernardino County RMDZ. RMDZ benefits include:

- Technical Assistance
- Access to financial incentives
- Employment tax credits
- Workforce training
- Market research and analysis

Other RMDZ Zones can be located on the CalRecycle Website at http://www.calrecycle.ca.gov/RMDZ/

Contact the Economic Development Agency at 909-387-4700 for more information on how this program can help grow your business today!



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