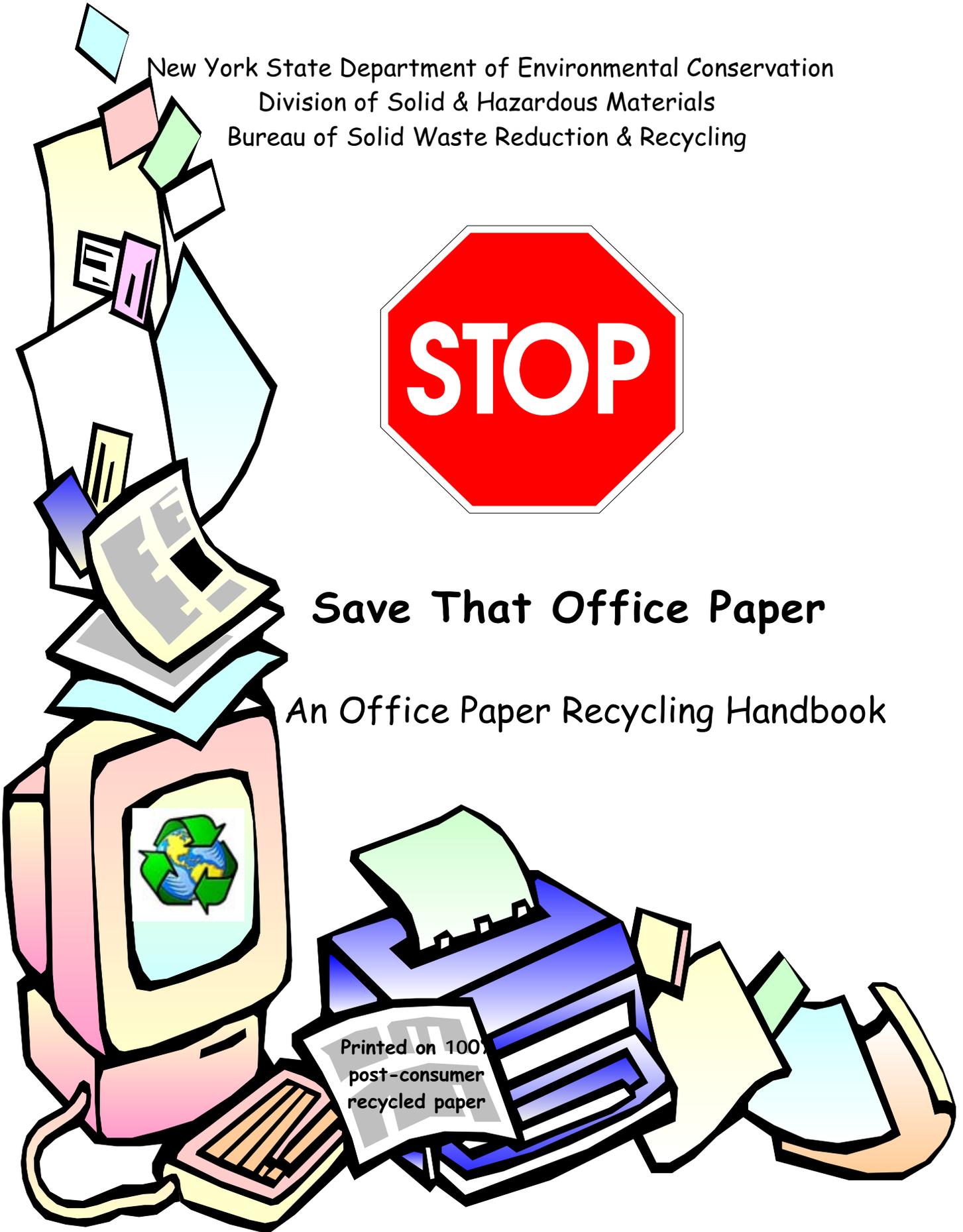


New York State Department of Environmental Conservation
Division of Solid & Hazardous Materials
Bureau of Solid Waste Reduction & Recycling



Save That Office Paper

An Office Paper Recycling Handbook



Printed on 100%
post-consumer
recycled paper

This guidebook focuses on paper recycling, however, your office should implement waste reduction, reuse, composting and buying recycled products and packaging for comprehensive solid waste management!

For more information on these activities, check out our website at:
www.dec.ny.gov/chemical/8801.html

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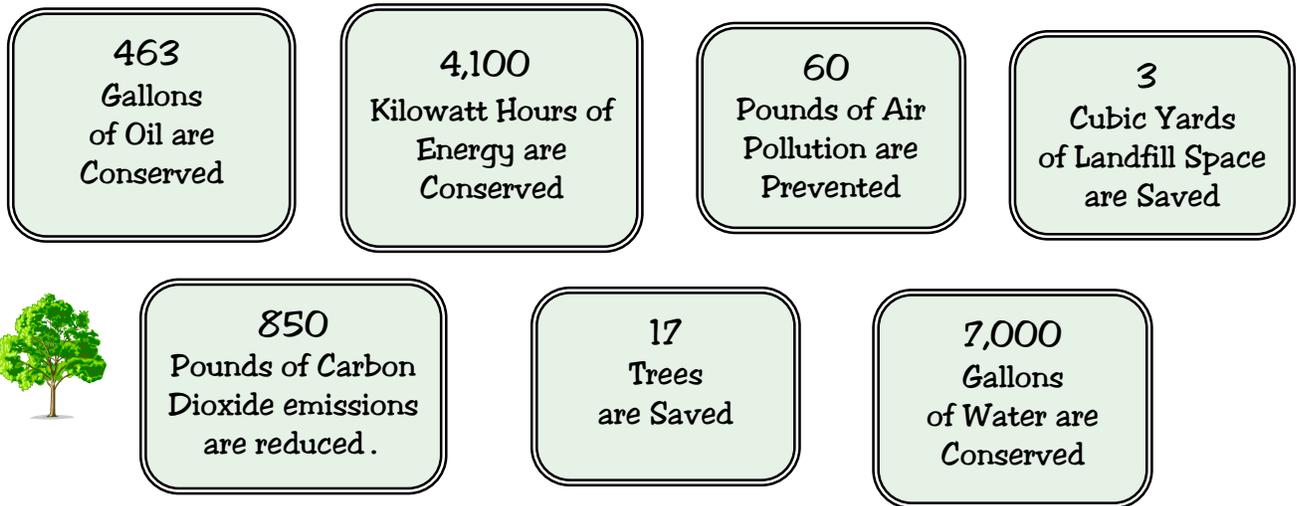
WHY RECYCLE?

For the Environment

Saving natural resources and energy, extending the life of our landfills and promoting environmental awareness are important reasons to recycle office paper. When papermaking industries produce paper, they have a choice. They can make new paper out of "wood pulp" from trees, or they can produce new paper from used, recycled paper from your office or school. Papermaking requires that forests be harvested and energy be used for manufacturing. It also releases pollutants into the air and water. Recycling will minimize these effects. Below is a table that lists the benefits of producing new paper from recycled paper rather than from "wood pulp."

Table 1
What's Saved

IF ONE TON OF NEW PAPER IS RECYCLED, SAVINGS INCLUDE:



Because of Economics

Solid waste disposal is expensive and in many parts of New York State, disposal costs are escalating. Many older and unpermitted landfills are known sources of pollution and must be closed and remediated. In 1964, there were approximately 1600 "dumps" in New York State. By the end of 2000, there were less than 30 municipal solid waste landfills in operation. New landfills are not being built fast enough to replace the old ones and this adds to the cost of disposal; less space, more money.

As the number of disposal sites continues to decline, disposal costs will continue to spiral upward. Many New York State communities are roughly paying \$60 to \$90 per ton for disposal at landfills. Other communities are paying more than \$100 a ton to transport their waste out of their local jurisdictions or out of state for disposal.

Recycling reduces the ever-rising costs of solid waste disposal. Even if a recycling program costs money to operate, it may yet be cost-effective in the long run. For example, if your company pays \$40 to dispose of a ton of garbage, by recycling a ton of waste paper you may save the \$40. Even if you must pay a paper broker \$20 to \$30 to take that ton of waste paper, your company will enjoy a net savings. See Chapter 2, Let's Plan, for a worksheet on computing your "avoided costs."

Because It Is The Law

The Solid Waste Management Act of 1988 (Chapter 70, Laws of 1988) directed that all municipalities in New York State adopt by September 1, 1992, local laws or ordinances requiring source separation of recyclable material for which economically feasible markets exist. This broad-based mandate gives municipalities the authority, responsibility and flexibility to design and implement recycling programs that will work for them.

Since many municipalities have already set up programs to recycle waste generated by their residents they are now focusing on waste generated by commercial, industrial, and institutional members of their communities. Local recycling laws and ordinances reflect this new focus. In the 2000's, recycling will become as much a part of the workplace as it has in households.

Before continuing please note that this Handbook is discussing ways to set up a waste paper recycling program. Your community already has initiated a mandatory recycling program, so you will have to comply with local laws.

To find out whether your community has already enacted a local recycling law affecting your business or office, contact your recycling coordinator. If you're not sure who that person is, contact DEC's Bureau of Solid Waste Reduction and Recycling at (518) 402-8705.

An Extra Incentive For New York State Agencies

Executive Order No. 142, signed by Governor Mario M. Cuomo on January 16, 1991 requires that State agencies institute programs to source separate waste paper generated within their facilities by April 1, 1991 and to source separate all other wastes generated within such facilities by January 1, 1992. All State agencies are required to recycle regardless of whether they own or lease their facilities.

Agencies are also required to: use recycled paper to the maximum extent possible; purchase recycled products; use locally available compost; and undertake waste reduction and minimization efforts, including the use of two-way envelopes and double-sided copying. Reporting requirements for state agencies on these efforts are also contained in the Executive Order.

Chapter 2 **LET'S PLAN**

A successful office paper recycling program requires timely, adequate and informed planning. Every business, office and school is unique, so every STOP program will also be different. There is no single, best way to plan a recycling program. This chapter outlines some steps and issues that usually arise in the planning process. Your program may require additions, deletions, or modifications to the items we mention here. Our best recommendation is to be flexible.



Name a Recycling Coordinator and/or Recycling Committee

Your Recycling Committee should consist of members from all parts of your organization including administrators, managers, custodial staff, support staff, employees or students. Broad involvement leads to better planning and helps get complete participation. A STOP Coordinator should also be appointed, either by the Committee or by management, to serve as a liaison with employees and with outside agents for the program. The Coordinator can also monitor and report on the program's success.

Planning a recycling program gets a big boost when the starting direction comes from the top. Get upper management or the school administration involved in mandating a program, with details to be worked out by the Committee. The initial push can come from a local or state mandate. Find out what these mandates are and use them to your advantage to get people involved.

Have the Committee Do Some Research

There are a number of question that need to be answered before you go much further or make any commitments, including:

- How many people will the program affect?
- What building facilities can be used? (parking lot, loading dock, freight elevator, etc.)
- What existing equipment can be used? (containers, vehicles, etc.)
- Where are potential collection and storage locations?
- What are the terms of the existing disposal contract or operation?
- What help is available from environmental groups, recyclers, DEC or local government recycling offices?

Other issues and questions that may require discussion and decision are included in the following sections and the next chapters.

Conduct a Waste Audit

A waste audit can be helpful in letting you know the types and amounts of material your recycling program will be handling. This information can be used when looking for or negotiating with a market. It can also be used after a recycling program is under way to measure the success of the program. Although not always necessary, this step will assist your planning efforts. Worksheet 1, Waste Audit, has been provided to assist you in this step.

Conduct a waste audit by simply looking at what types of waste your office or school produces and how much is generated. Take a sample of waste from a dumpster and estimate or weigh how much recyclable paper is found. Repeating this over a number of days will improve the accuracy of your audit.

You may also be able to estimate the amounts of recyclable paper your office generates using data from national averages. The average office employee or student generates one-half pound of waste paper per work day. Thus, 17 persons will generate over one ton of office paper during a 240-day work year. The worksheet on the following page will help you determine approximately how much paper your program may be handling.

WASTE AUDIT

Estimate the amount of paper your office will generate using the following formula:

Number of employees (A)	X	Number of working days per year (B)	X	Average waste paper generated 0.5 pounds a day	-	Pounds of waste paper generated by your office (C)
	x		x	0.5	-	
<p>Use the spaces above to fill in your office's numbers. Divide the last number above (C) by 2000 to determine the tons of recyclable paper your office generates each year.</p>						
Pounds of waste paper generated by your office (C)		Divided by 2000	-	Tons of waste paper generated by your office (D)		
		÷ 2000	-			

The above calculations tell you how much office paper your office may generate, and can theoretically be recycled. But in the real world, not all the paper will be recycled. Some batches of paper will be contaminated, and sometimes employees forget to recycle.

To get an accurate idea of how much paper your STOP program will be handling, you need to estimate a capture rate. This is the percentage of the paper your office can realistically be expected to recycle. A 65 to 80% capture rate is typical for STOP programs. We have used an average 70% rate for the formula below. Use a different rate for your office if you wish.

Tons of waste paper generated by your office (D)	x	Estimate capture rate (0.70)	-	Tons of waste paper captured by your office recycling program (E)
	x	0.70	-	

The number of tons in (E) is the amount of good quality used office paper you estimate your office will be able to provide to a marketer for recycling. Use this information to help you acquire a marketer and plan pickup and handling.

*Use your number from your waste audit calculations or if no waste audit was done, use 0.5 pounds a day as an estimate.

Determine the Types of Paper to be Recycled

One of the topics you or your committee will need to decide is the types of paper to be collected by the program. The term "paper" means different things to different people. In the morning, you read your paper. At the grocery store, they may ask you if you want a paper bag. Your attorney may ask you to sign some papers. All these paper items are very different, and to operate a successful recycling program, you need to know how they will affect your program.

Office paper is easiest to recycle. This guidebook is designed to help you set up an office paper recycling program.

White paper usually consists of bond, copier, computer, letterhead and other types of white paper. These are the easiest to recycle, and command the highest price in the used paper marketplace.



Mixed paper usually describes yellow legal pads, colored copier papers, pink telephone message pads, scrap paper, non-white paper, glossy paper, magazines, junk mail, envelopes, etc.



Newspaper should be collected separate from your office paper recycling collection.

Brown paper bags and wrapping paper are also grades or types of paper from office paper.

Corrugated cardboard are boxes that are collected separately for recycling.

Envelopes should also be considered for recycling if your market will allow.

Decide whether other papers are recyclable in your program. There are individual variations in the grades of paper that markets will accept. Acceptable types of paper may be a consideration in choosing your market. You should note that mixed color paper may decrease the value of the white paper your program collects. Ask your potential market if it accepts mixed color paper and if so, how that affects the price they may pay for all your collected paper.

Contaminants Can Kill Your Recycling Program!

Contaminants can have a devastating effect on the success of your recycling program. Remember that when you collect paper for recycling, you become a supplier of raw "secondary" materials for someone else and the quality of your raw "secondary" material affects that individual's livelihood. If you supply recycled paper contaminated with food residue, liquid, dirt or other non-paper substances, the recipient will not be able to make high quality new paper, and you may lose your market.

On the other hand, if you can consistently deliver reliable, uncontaminated paper, then you will become a "preferred supplier." Every effort should be taken to minimize contamination. Feel free to use our slogan "When in doubt, throw it out!"

Confidentiality Is No Problem To Recycling

The need (or perceived need) to maintain confidentiality of documents is often given as a reason to not recycle. However, this is a poor excuse for no action. If your confidential office papers must be shredded before discarding, this paper is just as recyclable as unshredded paper. Typically, recycling is no more of a security risk than throwing your documents in a waste basket. Many markets will supply proof of destruction of documents. If you need this service, ask them.

Get the Word Out Early About Recycling

As part of the planning process, get input from the office, business or school groups that will be affected by the program. While the Committee should already have a broad representation, individuals in your organization may have potentially good ideas the Committee may overlook.

Even if you get nothing new from the employees, staff or students, letting them know that the organization is planning for recycling prepares them for the time when it will happen. It also allows the less enthusiastic individuals to let off steam before the program starts. Giving these individuals an opportunity for input into the design of the program may lessen or eliminate their concerns. See Chapter 5, Let's Get Educated, for more tips on letting people know about recycling.

Chapter 3

COLLECTION (Or Now Where Do I Put it?)

When you are deciding where to station your recycling containers consider the following points:

- Convenience to employees or students
- Location of copy machines, computers and other paper generating equipment
- Other common work areas that could accommodate recycling containers

To Buy or Not to Buy Containers

The question of whether to buy new containers for recycling is often asked. Two types of containers are usually needed to run a STOP program. "Desktop containers" are used to store paper on or near the desks replacing wastebaskets for used paper. "Office containers" hold paper until it is removed from the office. When an employee's desktop container is full, it can be emptied into a larger office container. Students will need to place their recyclable paper in a container in the classroom.

Office containers near a copying machine are visible and accessible to employees, and may save large amounts of paper that is generally wasted. To minimize contamination, office containers should have an appearance different from wastebaskets or garbage cans. In the classroom, the best location is in the front of the room. Teachers can keep an eye on the container.

A Low-Cost Approach

For offices and schools without funds for new containers, employees and students are usually instructed to use existing cardboard boxes, such as copier paper boxes, file folder boxes or other boxes that might otherwise be discarded. The REUSE aspect of this approach may be appealing to some employees and students, while the LOW COST aspect of may be appealing to your financial officers. But the appearance of cardboard boxes strewn about the office or classroom may be a drawback. A small box located under the employees desk or another paper tray are non-disruptive alternatives. If this approach is used, instruct employees to clearly label their boxes as "Recyclable Paper Only" or "STOP" to avoid their being thrown away by mistake and to avoid contamination of recyclable paper. Schools may wish to conduct a poster contest or program mascot contest and use the winning entry as a label for the boxes.



A Mid-Cost Approach

A compromise alternative to the low- or high-cost approaches is purchasing colorful stickers that can be placed on existing baskets, boxes, and hampers. The stickers will identify the boxes as recycling containers and can list the recyclable and nonrecyclable papers for your program. They are less expensive than new containers, and can be modified as your program evolves and expands.

The High-Cost Approach



Offices and schools that have started recycling programs tell us that standardized and attractive desktop, classroom and/or office containers yield better participation from employees and students. The drawbacks are the money needed to acquire them and some other container is not being reused. There is also a philosophical quandary in purchasing new plastic containers for use in a recycling program designed to benefit the environment. If you are interested in purchasing new containers, consider those made from recycled materials. This issue may be brought to employees and students before the Recycling Committee makes a final decision.

Recycling Folders

Colorful, reusable folders have been developed for use as desktop containers. Less expensive than other containers, these folders have two drawbacks: they are often buried on cluttered desks and may not hold as much paper as other desktop containers. Survey office areas to determine whether this is a viable alternative for you.

The In/Out/Recycle Method

An additional level on in/out boxes has also been used in some offices. This is also a low cost alternative. The difficulty in this approach arises when the boxes are not well labeled, leading either to the circulation of waste paper or the recycling of needed documents.

Big Containers for the Building

Last, your Recycling Committee may struggle with the issue of whether the office or building should buy additional large containers for pickup and transport of the paper from offices to the loading dock or other places of marketer pickup. This purchase might be necessary, but remember that your office is not making more waste, but simply handling it differently. If you have enough hampers or large rolling containers to handle current waste collection, set aside several clean ones for recyclables. Also check your market to see whether they can provide you with large containers.

Check the condition of existing garbage containers. Larger containers reasonably free of contaminating liquids and dirt can be dedicated to your STOP program. The remaining containers can continue to be used for regular garbage collection. Of course, if all these containers are so dirty that they will contaminate office paper placed in them, you will need to clean them or procure new ones. Money may be saved by reusing what you already have in a new way - that's what recycling is all about!

Don't forget to check with your code enforcement official to be sure you are complying with all applicable building and fire codes.

Determine How Paper Is To Be Collected

There are several approaches to dealing with office paper after it leaves the desk and is placed in the larger collection container.

The **Passive Approach** involves having someone else collect the paper from each office container, separating it by grade and marketing it. This approach may not return any revenue to you, but will save personnel time.

Several businesses have contracted with their local Association for Retarded Citizens (ARC) to collect and sort paper. The telephone number for ARC can be found in your local phone book under Association for Retarded Children or by contacting the New York State Industries For The Handicapped.

The **Active Approach** requires greater assistance from your janitorial staff, students or possibly a part-time person to collect, separate the various grades of paper and to actively seek out a market (or several markets) for your paper.

A successful paper recycling program begins at each employee's desk or student's classroom. Choose the approach that will best suit your finances and staffing. Always remember, you will be avoiding disposal costs when you initiate a paper recycling program.

Now that you have collected your paper and are storing it safely, the next chapter will discuss how to market it.

Chapter 4

MARKETING (Make An Offer They Can't Refuse!)

There are many different ways to go about finding a market (or several markets) for your recyclable paper. We will discuss several options but our suggestions can be modified to meet your program requirements.

Once you have evaluated your waste stream through a waste audit and have determined what types of office paper you wish to recycle, you must find a waste paper dealer. A good waste paper dealer will provide your company or school with high quality service. Price should not be the only factor considered when evaluating your market options, (see the suggested questions below.) Contact your local recycling coordinator or Empire State Development at (518) 292-5340. They can help you find dependable paper markets in your area.

In evaluating a dealer/market ask the following questions:

1. What grades of paper will the waste paper dealer/market take and what is the minimum amount required for pickup?
2. Will the waste paper dealer/market pay you for your paper or is there a pickup fee? If they will pay you, what is the pricing structure?
 - Floating price, is tied to the paper industry market index with a minimum floor price. This is the most common method since it assures the best deal for everyone involved.
 - Fixed price is for the term of the contract. Periodic review to adjust prices.
3. Will the waste paper dealer/market help you organize your program? If yes, is there a fee involved?
4. Is the dealer/market willing to sign a long-term contract? (It is best to sign a contract for at least one year with an option to renew.)
5. What is considered a contaminant and how much will be tolerated?
6. From where will the waste paper dealer/market collect (each office, one main storage area)?
7. Will the waste paper dealer/market supply containers? If so, at what cost?
8. Will the waste paper dealer/market provide scheduled pickups or on call pickups? If on call, how much lead time is needed?
9. Can the waste paper dealer/market provide proof of destruction of confidential materials if needed?

Negotiating a Market Contract

It is a good idea to have several other market options available in case something happens to your primary market! Remember, negotiating the best deal doesn't necessarily mean the highest price paid for your paper. All deals should be in writing, with all provisions spelled out, to prevent future misunderstandings. The contract should include material specifications, quantities, form, collection timetables, price, payment and special services. (See Worksheet 2, Sample Market Agreement.) Worksheet 2 is an example of a contract, remember to have your company's legal representative review any market contract.

Worksheet 2 EXAMPLE OF A MARKET AGREEMENT

Whereas, the (name of business or school), the "Business," intends to operate (a source separation program) (a recycling program) designed to recover (various marketable materials including-material to be sold/purchased) from municipal solid waste; Whereas, the Business desires to sell such marketable materials; and Whereas, the (name of company), the "Company," desires to purchase (material to be purchased) recovered through the program;

Therefore, it is mutually agreed between the Business and the Company that:

1. The Business intends to recover approximately tons per _____ of _____ Beginning on the first day of this agreement and continuing for the balance of the term of this agreement, the Business shall sell to the Company and the Company shall purchase from the Business (the entire output of the program) (a minimum of _____ tons per _____) (A maximum of _____ tons per _____) of material meeting the attached "Specifications."
2. The Business shall be notified immediately, both verbally and in writing, in the event the Company determines that any shipment fails to meet the attached Specifications and the Company desires to downgrade or reject the shipment. The precise reasons for downgrading or rejecting the shipment shall be stated in writing and submitted to the Business within _____ days of such determination by the Company. At the Company's option, it may decide to downgraded shipment at a price (to be negotiated with It the Business X equal to _____ % of the price otherwise payable). Transportation charges incurred in returning rejected shipments to the Business shall be the responsibility of the Business.
3. All (material to be purchased) recovered through the program shall be picked up by the Company at Business facilities located at _____

The Business shall notify the Company when no less than approximately _____ tons or one truckload of materials are available for pickup. The Company shall pick up such materials within _____ hours of such notification and shall make such pickups during the hours of _____, Monday through _____, except for the following holidays. The Company shall provide the Business with receipts for all materials (delivered/picked up). Such receipts shall, at a minimum, indicate the date of transaction and weight of materials. All materials shall be weighed by the (Company, Business) on certified scales.

4. The price per ton of material purchased to be paid by the Company to the Business shall be _____% of the (price for _____ published in the issue of _____). In no event, however, shall the price per ton be less than \$_____.)
If (Name of publication) shall cease publication during the term of this contract, the Company and the Business agree to select a mutually agreeable alternative. Fractional weights shall be priced on a pro rate basis.
(The price as determined above shall apply to all materials purchased during the month. Within _____ working days following the close of the month, the Company shall pay to the Business the amount as determined above.)

5. Title to the materials shall transfer from the Business to the Company at such time as the materials are (delivered by the Business to the Company's plant/picked up by the Company).

6. This agreement shall be subject to force majeure except to the extent that either the Business or the Company has any control over the event or effect otherwise leading to force majeure. If either party under this agreement declares force majeure, it shall immediately notify the other party, both verbally and in writing, of the reason for declaring force majeure and when full performance under the agreement may be resumed. (A definition of the specific events which will constitute force majeure should be included.)

7. This agreement shall take effect on _____ and shall continue in effect for a period of _____ years. The duration of this agreement may be further extended for periods of one or more years upon mutual agreement in writing by the Business and the Company.

8. If either party to this agreement feels that this agreement or any provision of this agreement requires modification, it shall request a meeting with the other party to attempt to negotiate a mutually agreeable modification to this contract. Any such mutually agreeable modification shall be made in writing and shall be signed by an authorized representative of both the Business and the Company and shall be attached to and made a part of this agreement.

(The State Contract with the Business should include a provision in which the Business agrees not to modify this agreement to reduce the duration of the agreement to less than two years.)

9. This agreement may be terminated by the Company upon 30 days written notice to the Business if the Company ceases all operations or if the Company permanently ceases the use of (material to be purchased) or any similar material.

10. All notices required or permitted to be given under this agreement shall be made in writing and shall be deemed given when received by the addressee after deposit in the United States mail, certified or registered, with return receipt requested, as follows:

a. To the Business, addressed as follows: _____
(name and address of individual to receive notices)

b. To the Company, addressed as follows: _____
(name and address of individual to receive notices)

11. This agreement, including the attached "Specifications," constitutes the entire agreement between the Business and the Company regarding recovered (material to be sold/purchased). This agreement is made and entered into on this - day of and is signed on behalf of the Business and the Company as follows:

The Business

The Company

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Markets and the Local Economy

Using local buyers for recyclables has a positive economic effect on the community since dollars and expertise are kept within the area. This is especially true if the waste paper dealer employs local labor, buys supplies locally and pays local taxes.

Market Information:

Empire State Development
Environmental Management Investment Group
30 S. Pearl Street 2nd Floor
Albany, New York 12245
(518) 292-5340

Local Recycling Coordinator If you do not know your local recycling coordinator, call the DEC at (518) 402-8705. Or look on the web at: www.dec.ny.gov/chemical/8511.html

Chapter 5

LET'S GET EDUCATED

Once the initial planning is completed, the next step is to devise an educational program that will fit your needs and the needs of your employees or students. The success of your program will depend on how well informed (and motivated) your employees are to the hows and whys of office paper recycling. A vigorous educational program will assure a successful recycling program.

Major Elements in an Educational Program

An educational program has to be well thought out and informative, but not necessarily serious. A program that is entertaining and fun will have a lasting impression and will not seem as tedious. Three elements to consider when you are developing an educational program for your employees are discussed below:

The Kick-Off Memo

The most common approach is a kick-off memo from as high up in the company as possible. If everyone knows that upper management is behind your paper recycling program, you'll have better participation - "if the boss can do it, I can do it." Include reasons for implementing this program as well as environmental and economic benefits. Describe the procedures and keep them simple. A complicated program will not benefit anyone. Indicate what materials are and are not accepted and explain why. Especially important and often overlooked is to include the contact person's name and telephone number in case anyone has questions. A sample memo is included in this chapter.

Educational Sessions

Educational sessions depend on the size of your company or school. A large company will want to break into small groups of employees. Start with the office managers, since they will be able to communicate information to their staff. Orientation sessions for new employees should also include STOP program information. A large school will want to have individual classroom instruction. Each of the groups may have different concerns regarding your program. Address them all. When new employees or students are hired or transferred from other offices, include a discussion on your recycling program with their orientation. Accept suggestions from employees or students on improvements for the program.

Follow up on your educational program with memos on the status of your program. Let employees and students know how much paper has been recycled and the environmental and economic benefits. A company newsletter is a good forum for program updates. Take your students on a tour of a paper recycling company, if one is nearby. Seeing how the paper is recycled reinforces your recycling message. If you have a school newspaper, keep everyone informed on your recycling program and the amount you have recycled, and continue congratulating students on their participation.



SAMPLE KICK-OFF MEMO*

From: President/Principal
To: All Staff
Re: Save That Office Paper Program
Date:

Starting on _____, we will begin implementing our "Save That Office Paper" (STOP) program. This program will give all employees the chance to help recycle the waste paper generated in the office.

Our **STOP** program will benefit the environment. For each ton of paper we recycle, we will save natural resources, including the equivalent of 17 trees, 460 gallons of oil, and eight (8) cubic feet of landfill space. Additionally, air and water pollution will be reduced because of our recycling efforts.

Thus, I urge all employees to participate fully in this program by doing the following:

1. Keep a **STOP** box by your desk, photocopy machines and computer printer stations in order to separate all used white paper, mixed color paper and computer paper.
2. Periodically empty these boxes into larger containers outside your office suites. The large box should be labeled "**STOP**" enabling collection personnel to gather the paper quickly and without disturbing your office.
3. Do NOT source separate envelopes, "Post-its", newspaper, carbon paper, "carbonless" forms, or anything else that may contaminate the collected paper. Remember the slogan "**When in doubt, throw it out.**" It is better to waste a small amount of recyclable paper than to contaminate a large amount.
4. Encourage your co-workers to participate.

If you have any questions on the **STOP** program, please contact _____.

Thank you for cooperation and for your efforts to better the environment.

*NOTE: This sample memo should be modified to reflect the details of your program.

Educational Tools

An ongoing educational program is required to assure your program's continued success.

Initial Promotion

When you first kick off the recycling program, reminders to recycle should be prominently posted throughout the building, in lunch rooms, lounges, conference area, elevators, stairwells, on bulletin boards, etc...

Slogans and Logos

You may want to develop a slogan or company logo for your recycling program. A poster campaign specifically developed for your program will promote interest and participation. Your employees will be able to identify with it and interest will be stimulated.

Educational Pamphlets

In addition to a kick-off memo, you may want to develop an educational pamphlet or brochure. Given to all the employees, it can become a useful reminder of your program. It can also be used for good public relations, if shared with other companies or schools.

Publicity

Your paper recycling program may be of interest to the community. Do not hesitate to contact local TV, radio stations and newspapers. They may like the opportunity to report on your recycling efforts.

Status Reports

Status reports on the success of your recycling program should be included on a regular basis to employees or students. Use the statistics in Chapter 1 to give them an idea of how much has been saved by recycling. Everyone likes feedback on how they are doing.

Orientation

Be sure to include information on your recycling program as part of new employee or student orientation.

Tips for an Environmentally Friendly Workplace

Once your program is up and running and everyone is educated on its operation, it may be time to expand into other areas including:



Waste Reduction

The following are some suggestions for waste reduction measures:

- Make double-sided copies.
- Have duplex units on all printers.

- Require contractors to submit double-sided copies and only the needed number of copies of reports and plans for needed for review.
- Encourage single-space typing even for drafts.
- Copies of memos, letters and subscriptions should be circulated. Avoid distributing individual copies.
- Circulate one bcc copy of a document within a Section. Avoid making multiple copies.
- Periodically review mailing lists. Duplicates and individuals no longer wanting publications should be removed and mailings should be consolidated whenever possible.
- E-mail should be used whenever possible.
- Use two-way mailers when a return is requested.
- Develop centralized data bases.
- Use "Post-its" or stamps for faxing instead of an extra page.
- Reduce forms by number and size if possible.
- Use scrap one sided paper for notes, phone messages, drafts, etc.
- Post publications, general information, technical guidance, etc. on your web page and encourage the public to download and view documents there.
- Run "spell-check" before printing any document.

The following office supplies should be reused:

Computer disks	Report covers	Plastic "sign here" tabs
3 ring binders	Pocket folders	Other usable office supplies
Hanging file folders	Manila folders	
Binder clips	Rubber bands	
Paper clips	Plastic pocket folders	
Comb binders	Plastic paper clips	

In addition, staff should:

- Bring reusable dishes, mugs/cups and silverware to the office.
- Purchase reusable items instead of disposables, i.e.. refills rather than new pens.
- Use reusable envelopes for inter and intra-agency mail.



Chapter 6

MAINTAINING YOUR RECYCLING PROGRAM

(Or Fine Tuning)

After your office paper recycling program is in operation, maintenance must be ongoing. Even though your program appears to be operating well, its effectiveness and efficiency can only be determined by detailed analysis of productivity and recovery data and calculation of avoided costs. Showing the amount of materials recycled and their avoided cost savings will keep management satisfied that this program is worthwhile.

Troubleshooting. Problems at the beginning of the recycling program may mean the difference between success and failure. Typical problems include:

Poor Participation. Problems could be minimized through an effective recycling promotion and educational program. Re-evaluate your educational program to be sure you meet your needs. Ask several employees if the educational program was effective. If not, it may be time to distribute new information.

Change in Collection Requirements. Alert staff to any changes in separation requirements and issue frequent reminders through your educational campaign. Be sure to give yourself enough time to effectively communicate changes. Try to keep changes to a minimum, as once people develop a system to recycle, it is difficult to change.

Fluctuation in Markets. Fluctuation in markets can be minimized by having several marketing options. Maintain contact with other markets to provide a back-up in the event one market is no longer available.

Contamination. If you are finding contaminants in your recyclables, check to be sure your educational efforts are clear and direct. If there is a problem with one or two individuals, explain the proper procedures to them in a positive way. If the problem is more widespread, it is time to re-evaluate your educational program.

Check Ups. Check the boxes and other storage containers at least weekly to assure they are in good condition. If signs are posted around your office or classroom, be sure they have not been taken down. Ask questions; keep the lines of communication open with your employees or students.

Record Keeping. Record the amount of paper recovered from the waste stream and the amount of materials diverted from the disposal facility. These figures are needed for calculating avoided costs and informing your staff and students on the progress of your recycling program. Keep records weekly on the amount of paper (by type) you have diverted from the waste stream. These figures can be used to calculate revenue, avoided costs and program efficiency. See Tables 2 and 3.

Table 2
REVENUES AND COSTS CALCULATIONS

<p>Recycling Revenues = Amount of Recovered Materials* X Revenue/Weight of Materials Example: 3 tons X \$25.00/ton = \$75.00</p> <p>Avoided Disposal Costs = Amount of Recovered Materials X Disposal Fee Example: 3 tons X \$ 70/tons = \$210.00</p> <p>Total Revenue = Recycling Revenues + Avoided Disposal Costs Example: \$75.00 + \$210.00 = \$285.00</p>
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* Weight may be in tons, pounds, kilograms, etc. Just be consistent.

While the total revenue may not be large, avoided costs will provide an incentive to continue and expand a recycling program.

Overall program efficiency can be calculated using Table 3.

Table 3
PROGRAM EFFICIENCY

Percent (%) Efficiency = Year _____
Amount of Recovered Materials / Total Waste Generated x 100

Material	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Annual
Bond Paper					
Photocopy Paper					
Computer Printout					
Mixed Paper					
Other					
Total					

Send us your ideas.

We'd like to include them in future publications.

Write to:

NYS Department of Environmental Conservation
Division of Solid & Hazardous Materials
Bureau of Waste Reduction & Recycling
625 Broadway
Albany, New York 12233-7253

or email us at:

dshmwrr@gw.dec.state.ny.us

and check out our web page at:

www.dec.ny.gov/chemical/294.html

FINALLY...

Don't forget, a successful office paper recycling program has several key components:

- A dedicated, enthusiastic program coordinator;
- A convenient, organized collection system;
- A secure and dependable market; and
- An effective educational program.

Call us at (518) 402-8705
if you need any assistance!!

GOOD LUCK!

Printed on 100% post-consumer recycled paper



Many of these pamphlets are available on our website, check them out at
www.dec.ny.gov/chemical/8506.html

Waste Reduction Materials

Let's Precycle
Do You Get Too Much Junk Mail?
Practical Source Reduction Tips for Businesses

Reuse Materials

Reuse It!
Reuse it or Lose It!
The Reusable Lunch Box

Recycling Materials

Reduce, Reuse, Recycle, Compost and Buy Recycled!
Reduce, Reuse, Recycle This Holiday Season!
STOP (Save That Office Paper) Handbook
Your School Can STOP (Save That Outgoing Paper)
Don't Let Your Tires, Used Oil or Lead-Acid
Batteries Pollute the Environment!
Plastic Recycling
Buy Recycled
Anglers Wastes
Electronics Recycling

Composting

Everything You Have Always Wanted to Know About
Home Composting, But Were Afraid to Ask!
Easy Backyard Composting
Leave it on The Lawn
Composting Activity Book (Grades 1 - 5)

School Materials

A School Waste Reduction, Reuse, Recycling,
Composting and Buy Recycled Resource Book
New York Recycles! Materials - Listed Below
Gee Whiz Recycling Facts
Earth Day Tips

New York Recycles!

New York Recycles! Pamphlet
New York Recycles! Petition Cards
New York Recycles! Bookmarks
New York Recycles! Posters (limited number)
New York Recycles! Teacher Lessons and
Activities
New York Recycles! Activity Book (Grades 3 - 6)

Returnable Container Act

New York State Returnable Container Act
Get Your Money Back
The Great Bottle Round-Up Guidebook
The Great Bottle Round-Up Pamphlet

Household Hazardous Waste Pamphlets

Reduce Your Use!
Managing & Disposing of Household Hazardous
Waste
Green Paint Tips

Litter

Let's Pick It Up New York! Guidebook
Let's Pick It Up New York! Pamphlet
Let's Pick It Up New York! Activity Book
(Grades 3 - 6)

Mercury

A Guide for Managing Mercury and Amalgam
Wastes at Dental Facilities
Cleaning up Small Mercury Spills

General Information

Multi-Residence Recycling
Reduce, Reuse, Recycle, Compost & Buy Recycled for
State Agencies
The Recycling Bulletin
Annual Report - Household Hazardous Waste
A Planning Guide for Communities... Recycling
How to Conduct a Waste Audit

Regulations

6 NYCRR Part 360 Solid Waste Regulations
6 NYCRR Part 364 Waste Transporter Permits
6 NYCRR Part 367 Returnable Beverage Containers
6 NYCRR Part 368 Recycling Emblem Regulations