

Businesses/Institutions

Businesses are required by law to recycle and must turn in a recycling report to the Township annually.
Business recyclables only are accepted at the Convenience Center

School and Business Recycling Guide

Where to Start?

1. Designate a recycling program coordinator.
Choose someone who is capable and enthusiastic, who has good organizational and communicative skills. He/she should be responsible for analyzing your waste stream, meet with local and/ or county recycling officials, develop a plan to educate staff and employees and monitor progress.
2. Determine what you generate that is recyclable.
 - High grade office paper
 - Mixed paper (junk mail, catalogs)
 - Newspapers
 - Corrugated cardboard
 - Aluminum cans
 - Glass bottles/jars
 - Plastic Bottles/Jars (PET & HDPE only)
3. [Download the School and Business Recycling Brochure](#)
Your responsibility as the principal, manager or owner of an institution/business is to ensure that a recycling program is implemented. Your program should provide for separation of many of the mandated recyclable materials listed above. You may not generate all of them, so focus on those recyclable materials you do generate.

Designing your program

1. **Determine your options.**
Review your current waste disposal practices and research your options for the collection and marketing of the recyclable materials you generate. The recycling program coordinator should gather information on collection methods, market requirements, equipment/supply needs, administrative and labor costs, potential revenues and avoided costs. Three possible collection/marketing options are:
 - Collection by municipal recycling program -contact your municipal recycling coordinator to ask if this option is possible.
 - Collection by private hauler -contact your current solid waste hauler to see if they provide recycling services to addition to their disposal services.
 - Collection by institution/business vehicles-you may have existing equipment and manpower to provide "in house" collection and transportation of recyclable materials to market.

2. **Establish a system.**

- Make arrangements to separate, collect and store recyclable materials.
- Design logical deposit locations.
- Acquire and place properly labeled containers and lids.
- Designate WHO will collect and when.
- Provide ample storage space, with truck access if possible.

3. **Educate everyone.**

Explain procedures and show examples to staff, students and employees. Make sure custodial staff is educated and consider any special concerns they have. Encourage participation by publicizing with posters and fliers. Have a special recycling event day.

4. **Keep records.**

Make all recycling efforts count. Amounts of all materials recycled should be forwarded to your municipal recycling coordinator at least yearly. Municipalities are required to report recycling figures on an annual basis and receive credit for these figures. This also assists us in reaching our goal of 50% recycling. Collection receipts, weight slips, hauler/market tonnage reports should be retained and made a part of your records. This will enable calculation of actual costs savings and compliance with local reporting requirements effortless.

5. **Add additional materials.**

consider including the following additional mandated recyclable materials into your program; tin/bi-metal cans, scrap metal, white goods appliances, motor oil, construction waste, untreated wood, yard waste, food waste, including cooking oil and tires.