

Five Easy Steps

Five Easy Steps to Recycling Success

Starting or expanding your business recycling program takes just five easy planning steps to ensure success!

1. Select a Recycling Champion

Select either one person or create a Green Team to lead the recycling charge.

2. Know What You Can Recycle

Identify what can and cannot be recycled in your community and take-back programs. Identify your largest waste streams.

3. Make it Easy and Convenient to Recycle

Provide recycling collection containers that have clear signage and instructions next to all trash containers.

4. Train Participants

At least once a year, and in some cases monthly when starting out, review your recycling program with participants for improvements and feedback.

5. Reduce Your Trash

Identify ways to reduce your overall solid waste with tactics such as double-sided printing, washable serviceware, durable/repairable product purchasing and reducing printed materials.



To receive an entry-way decal announcing your commitment to recycle, contact your local recycling hauler or solid waste department.

Resources

Waste and Pollution Prevention Assistance

There is an entity in New Mexico that can provide **FREE** assistance to businesses in evaluating their waste stream and energy/water usage and provide a plan of action. NMSU Institute for Energy and Environment provides consultations: Chris Campbell, 505-843-4251, chriscam@nmsu.edu.

Online Resources

For specific resources valuable to the business community and to find a searchable directory that lists recycling collection haulers and entities that accept recyclables, visit www.recyclenewmexico.com to find tools, resources and worksheets such as:

- Waste Audits
- Recycling Cost/Benefit Analysis
- Recycling Start Up Guides
- Buy Recycled Resources

www.RecycleNewMexico.com



Recycle NM Project Partners:

NM Recycling Coalition, NM Green Chamber, NMSU Institute for Energy and the Environment & the NM Environment Department's Green Zia Environmental Leadership Program

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Recycle NM Project Sponsors:

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This brochure is based on a similar flyer created by the Texas Commission on Environmental Quality and used with permission.

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NM Businesses Recycle and Save



A Quick Guide to Recycling Resources



Unsure where to take items for recycling or proper disposal?
 Make www.RecycleNewMexico.com
 your first stop!

Recycle

Why Recycling is Important

Half of all our solid waste comes from the commercial sector, thus the opportunity to capture recyclables from businesses is significant. Recycling creates 5-10 more jobs for our economy than placing that material in the landfill.



Why Recycling is Important To Your Business

Reducing or eliminating waste from your business model makes economic and philosophical sense. Your business can cut costs, increase employee pride, appeal to customers and earn repeat business through your commitment to reduce waste and increase recycling.

Start a Green Team and Set Goals

Either select a Recycling Champion or form a Green Team in order to ensure your waste reduction and recycling program is successful. Be sure to involve all employees, contractors and janitorial services with program planning, feedback and results.

Reduce Waste

Evaluate How to Reduce Waste

Reducing waste in the first place will not only conserve resources and save money, but will help reduce your trash bill.

Initial Steps

There are some simple, low-cost ways to initially reduce your waste. Start with setting printers to automatically print double-sided. Save one-sided print-outs for scratch paper. Switch over to re-usable and washable kitchen ware and linens. If in the service industry, evaluate the switch to providing only washable or low-waste service items. Use rechargeable batteries. Ask suppliers to ship in durable or reusable containers rather than cardboard boxes. Keep communications in electronic format.

Smart Purchasing

You can make many decisions with the products and supplies that you purchase. Not only can you work to reduce overall packaging by making smart choices and working with your suppliers, but you can also purchase items in bulk or concentrated forms. Make sure to buy items that can be recycled locally or that have a take-back program.



Purchase for the Long Term

When selecting equipment for your business, look for products that will last longer, are better made and come with warranties. You can also purchase extended warranties online for any product. Repair items whenever possible. And if the equipment is still functional, donate it locally.



Re-Use Options

Set up an area at your business for items that employees can re-use at home or that can be donated to a thrift store or local Habitat for Humanity ReStore. You can also give away items at www.freecycle.org or re-sell on Craigslist.

Buy Recycled

Commit to Buying Recycled

Making the choice to buy recycled-content products is part of closing the recycling loop. When you buy recycled content items, you ensure a demand, thereby supporting an efficient recycling system (or closed loop). The State of NM uses a 5% procurement preference for products made with 25% or greater recycled content. Consider creating your own policy. Buying products that are refurbished, such as electronics and ink cartridges, counts too!

Ensure Success

Leadership and Evaluation

Once you've established your Green Team or a Recycling Champion at your business, you can start tracking how much you've recycled. Document your costs and savings. Let participants know your goals and provide frequent updates on your progress towards reaching your goals.

Let all of your suppliers and contractors know about your commitment to reducing waste, recycling and buying recycled. Include these objectives in all sub-contracts. Announce your commitment to your customers as well.

Traditional Recycling	Harder To Recycle	Reuse and Donation	Reduce	Repair	Eliminate
Cardboard	Books & Phone Books	Pallets	Paper	Purchase for Long Term	Toxics
Mixed Paper	Binders	Packaging	Packaging	Warranties	Harsh Cleaning Products
Plastic #1 & #2 Bottles	Toner & Ink Cartridges	Furniture & Office Supplies	Toner Cartridges	Repair Products	Waste
Aluminum Cans	Glass	Electronics	Junk Mail	Pallets	
Tin Cans	Organics & Food Waste	Building Mtls	Green Purchasing		
Shredded Paper	Electronics & Batteries		Washable Serviceware		
	Oils		Buy In Bulk		
	Building Matls		Use Concentrates		

Visit www.RecycleNewMexico.com