

Grant funding contributed by:



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The Recycling Hotline is a great resource to point you in the right recycling direction.  
**509-625-6800** [solidwaste@spokanecity.org](mailto:solidwaste@spokanecity.org)

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**REDUCE  
REUSE  
RECYCLE**



A handy guide to your commercial recycling needs.

Working together to conserve our world's resources and increase efficiency in the commercial recycling sector, we can make a difference.

## Why Recycle?

What you recycle today,...



you use tomorrow!

A few facts:

Glass containers are used over and over again as bottles—but they can also be made into roads, marbles, and surfboards!

Plastic bottles are turned into rugs, goggles, park benches, and ski jacket components!



Aluminum cans get recycled into all sorts of steel and aluminum products... new cars, bikes, appliances, and cookware can all be made from yesterday's soda can!

Recycling an aluminum can saves 95 percent of the energy required to make the same amount of aluminum from virgin materials.

Recycling paper reduces greenhouse gas emissions that could lead to damaging climate change.

## 3 steps to success:

1. Use a product
2. Recycle the product in its proper receptacle.
1. BUY products that are specifically made from recyclables. This step "closes the recycling loop" and allows recycling to live on! Without closing the loop, our recycling efforts do not have the effect that they could.



### Resources:

Besides your garbage service provider, there are other private organizations that also pick up recyclable products. Call to see if a better arrangement can work for your business.

- Earthworks Recycling 509-534-1638
- Pacific Recycling 509-535-1673
- Spokane Recycling 509-535-0284
- Action Recycling 509-483-4094

Download a *free*, short instructional video detailing ways to begin, continue, and improve recycling at your business!  
[www.landscouncil.org](http://www.landscouncil.org)  
[www.therecyclingfoundatoion.org](http://www.therecyclingfoundatoion.org)

Get a *free* WASTE REDUCTION ASSESSMENT!  
Jim Haynes, Pacific Material Exchange industrial recycling consultant  
**509-625-6536**  
He will show you how to *save money* and create an efficient recycling program.

## How to get started:



### 1. Get Motivated!

- It's important to put someone in charge of your recycling program—a manager, responsible employee, or custodial staff works best.

### 2. Call your Recycling Hauler.

- Arrange for collection bins to be delivered and work out a schedule for pick-up and payment. The Recycling Hotline, 625-6800, has contact information for your specific location's haulers.

### 3. Inform your employees.

- All employees must be aware of the recycling program in order to achieve maximum efficiency. E-mail, signs, memos, and staff meetings are the best informers. Keep them "in-the-know" with encouraging reminders.

### 4. Set up recycling bins.

- Arrange bins for each recyclable item. Clearly label each bin with appropriate signage. (Check with your hauler for signs). Place bins near trash cans, where they can be seen.



### 5. Inform your customers!

- Your customers will appreciate that you care about the environment and are being proactive. Consider advertising your recycling with window decals or put it on your business cards and brochures.

### 6. Review your recycling program.

- Your program must be maintained and changed according to your business needs. Monitor your recycling bin usage to ensure

### Set up:

You may have to experiment with arrangement of your recycling bins so that the best set up can be found. Don't be afraid to make change, but be sure to follow through on those changes.



### Save Money:

Recycling can save your business money! How? By recycling, trash that would be disposed is reduced, which allows your garbage container or dumpster size to be reduced. Although commercial recycling requires a small pick-up fee, it doesn't compare with the costs of waste disposal.



### Program Review:

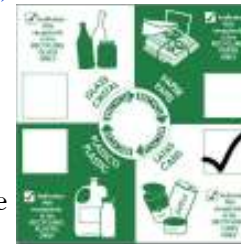
To save money, you must review your recycling program to ensure its efficiency. Are all your employees utilizing the recycling service? Is your custodial service aware that you are recycling? Are your trash or recycling bins being picked up too often? Are there contaminants in your recycling bins? Answer these questions and alter your program accordingly.

## What Is Commercial Recycling?



Commercial recycling is different than curbside that is available in the residential sector.

- It costs money—but much less money than disposal does. It will save your business money when you reduce the size of your waste container.
- Usually, items must be separated. Check with your recycling hauler about separating specifics. The items collected separately are: **Glass, Plastics, Aluminum & Tin, Newspaper & Office Paper, and Cardboard.** Some hauling companies will require complete separation while others will accept all your recyclables in one bin. Be sure to use appropriate labels to identify which item goes where.
- If an item is placed in the wrong bin, it will "contaminate" that load and it will not be recyclable. Remember the importance of keeping bins separated. Be sure that only the informed have access to the recycling bins.
- You may team up with another business if you don't produce enough material to justify the costs of an entire recycling bin or dumpster. A joint effort can improve efficiency and can be a helpful reminder to recycle.



### Plastics:

The City of Spokane Solid Waste Management accepts type 1 & 2



uncolored plastic. All plastic is labeled somewhere on the container to show the type. But throw the lids in the trash.

### Glass & Aluminum/Tin:

Brown, green, and clear glass bottles and jars are accepted. Flatten aluminum cans and remove labels if possible. Do not recycle foil or foil trays. Be sure to rinse food residue from containers.

### Mixed Paper:

Mixed paper Includes newspaper, magazines, phone books, cardboard, computer paper, ledger paper, paper bags, junk mail, faxes, colored paper, brochures, catalogues, cereal boxes, copy paper, reports, notebooks, paperback books, paper egg cartons, soft drink boxes, post-its, & paper towel tubes.

### Cardboard:

Cardboard includes flattened corrugated cardboard; no waxed cardboard, pizza boxes, or food contaminated boxes are allowed.



### Electronics:

Many private businesses collect electronics. Call the recycling hotline for specifics, 625-6800.