

Greening Your Business

With a little time and motivation, any business can create or boost its recycling program!



Designate a Contact Person or Team: Make sure you have a point (or points) of contact for questions about the program.



Identify Waste: Identify the types of recyclable items your business produces - is it mostly cardboard? Paper? Bottles? Cans? How much trash does your workplace dispose of each week & how much of that is recyclable? Consider factors such as container size & collection frequency that will best meet your needs.



Plan for Collection: Many businesses find it cost effective to contract with a waste disposal company that handles trash and recycling. In many cases, recycling can be a way to save money on trash disposal costs. Information about waste collection companies can be found online and in the yellow pages.



Label Containers: Buy new or retrofit existing containers to separate items for indoor collection. For the greatest success, place a recycling bin next to each trash can, making sure to clearly label each container. Common collection points include kitchens, copy rooms and conference rooms. Don't forget to select the location for your outdoor pickup containers. Make sure they are also clearly marked for the greatest success.



Inform: Educate employees, patrons and contractors. Make sure recycling containers are properly and boldly labeled. Don't forget - anyone that will be handling the recyclable materials, including the cleaning staff, should be educated about your new program. Educated employees are the key to program success!



Measure: Conduct a waste audit to see what's working. Take a look in the recycling containers and trash cans. Do you see recyclables in the trash? Trash in the recycling containers? If so, make sure recycling containers are paired with trashcans, are clearly labeled and are centrally located. Contact the Howard County recycling division at 410-313-6444 to set-up a brief recycling presentation.



Maintain: Monitor your program for participation and quality, create contests or incentives to recycle and publicize successes to maintain enthusiasm for the program. Remember: more recycling means less trash and lower trash disposal costs for your business!



Drop-off for Small Businesses: Small businesses can drop-off recyclables at the Alpha Ridge Landfill. Businesses no longer need a permit to drop off recycling, but material must be generated within Howard County. Visit HowardCountyRecycles.org for information about what is accepted.



Want to do More? Check out KnowBeforeYouThrow.org for other common items that don't have to go in the trash.

Need Help? Call 410-313-6444 or email the Howard County Recycling Division at help@HowardCountyRecycles.org