

EMPLOYEE TRAINING TO REDUCE CONTAMINATION



GENERAL EMPLOYEE TRAINING TIPS

- Clear guidance on what materials go where
 - Recycle Smart MA Partner Program
 - Work with your hauler/end site
- Communicate programs with all employees
 - Newsletter/email
 - Short videos
 - Signage
 - Presentations/lunch and learns



Recycle Smart **Smart Recycling Guide**
Your go-to reference for recycling in Massachusetts

Metal
Food and Beverage Cans
empty and rinse

Plastic
Bottles, Jars, Jugs and Tubs
empty and replace cap

Glass
Bottles and Jars
empty and rinse

Paper & Cardboard
Mixed Paper, Newspaper, Magazines, Boxes
empty and flatten

NO!

Do Not Bag Recyclables No Garbage

No Plastic Bags or Plastic Wrap
(return to retail)

YUCK
No Food or Liquid
(empty all containers)

No Clothing or Linens
(use donation programs)

No Tangles
(no hoses, wires, chains or electronics)

Recyclopedica: Can I recycle it?
Enter name of item (ex. bottle)
Use our online search tool at: RecycleSmartMA.org

[Twitter](https://twitter.com/RecycleSmartMA) [Facebook](https://www.facebook.com/RecycleSmartMA) [Instagram](https://www.instagram.com/RecycleSmartMA)
RecycleSmartMA.org

All recycling programs in Massachusetts accept the items pictured above.
Printed on Recycled Paper



www.recyclesmartma.org/become-a-partner/

SIGNAGE

Single Stream



EMPTY BOTTLES & CONTAINERS
Plastic, metal, glass
Clean aluminum foil



PAPER & FLAT CARDBOARD



NO
Liquids, food soiled materials
Plastic bags, utensils, straws
Chip bags, hot coffee cups
Tissues, napkins



Do not bag recyclables!



WASTE MANAGEMENT PLAN TEMPLATE



(888) 254-5525 | info@recyclingworksma.com

Place Company
Logo Here
(optional)

WASTE MANAGEMENT PLAN				
WASTE MATERIAL	BIN PLACEMENT	PICKUP LOCATION(S)	CONTACT PERSON	NOTES

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

CUSTODIAL STAFF TRAINING TIPS

- Train staff during onboarding, regularly, when programs change, and as needed
- Key points to address in training
 - Acceptable materials
 - How to keep streams separate
 - Contamination identification
 - Encourage feedback
- Common pitfalls that training could address
 - Perception/reality that material is not being diverted



CONTAMINATION TRAINING

- What is considered contaminated?
 - Ask your hauler & know your end site
- Recycling: food/liquid contamination vs. improper sorting
- Organics: varies by end site
 - Animal Feed
 - Compost
 - Anaerobic digestion w/ depackaging



RECYCLING CONTAMINATION 'GRADES'



THANK YOU!

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