

2019 FALL WASTEWISE FORUM



Free Assistance for Businesses & Institutions



RecyclingWorks MA is funded by MassDEP, delivered under
contract by the Center for EcoTechnology

recyclingworksma.com

RecyclingWorks Impact Since 2013

- Approximately 140,000 tons of material diverted from disposal
- More than 6,000 businesses received technical assistance
- Over 360,000 visits to www.recyclingworksma.com



RecyclingWorks Website Resources

Find-a-Recycler Tool

Recycling Assistance for Businesses & Institutions

OR, try a keyword or biz name

RecyclingWorks in Massachusetts is a recycling assistance program that helps businesses and institutions maximize recycling, reuse, and food waste diversion opportunities.

[LIST YOUR BUSINESS](#)

[ABOUT RECYCLINGWORKS](#)

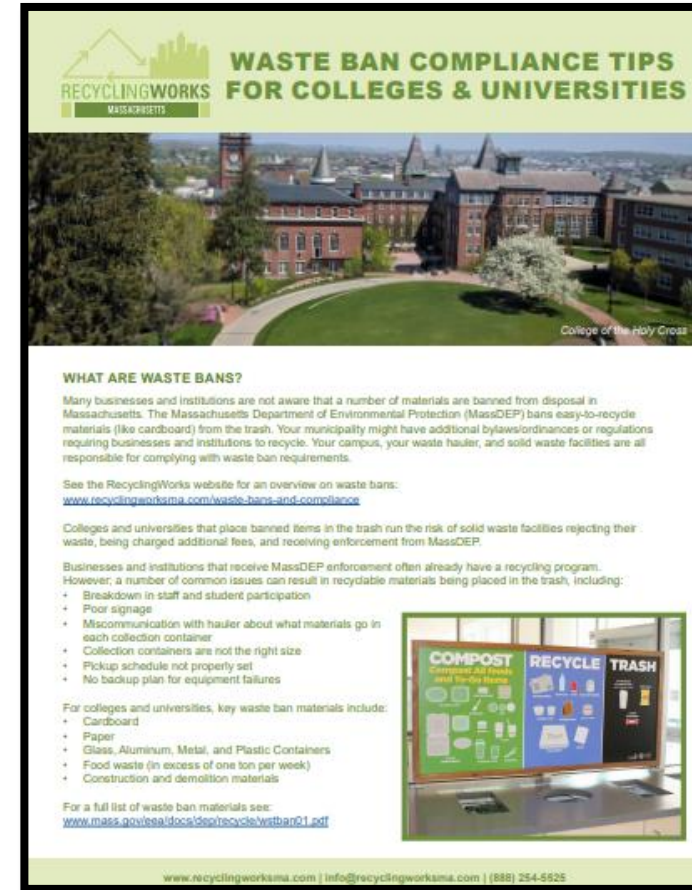
[ABOUT THE FIND-A-RECYCLER TOOL](#)

Waste Bans & Compliance

- Restrictions on disposal for materials
- Commercial organics waste ban
- Sector-specific tip sheets
 - Colleges & universities
 - Restaurants
 - Retailers
 - Food manufacturers & distributors
 - Property managers (coming soon)



recyclingworksma.com/waste-bans-and-compliance



Single Stream Recycling

- Refer to Recycle Smart MA guidance
- Pair bins and provide clear signage
- Establish frequent communication with your hauler
- Provide instruction to employees on proper collection and transport of materials



recyclingworksma.com/single-stream-recycling

Mixed Recycling



Empty Containers

Aluminum, steel,
glass jars & bottles, foil,
plastic bottles & containers



Paper & Flat Cardboard



NO

Liquids, plastic bags,
tissues/paper towels,
Styrofoam, food-soiled materials
Tanglers (e.g. hoses, wires, or
electronics)





Do not bag recyclables

Always Empty Recyclables out of Plastic Bags

Bags tangle recycling equipment causing delays, injuries and extra costs.



1
Pair trash and recycling bins whenever possible. Use color-coded plastic bags as liners to keep bins clean and make it easier to move materials.



2
Leave recycling bags untied or loosely tied so they are easy to empty.



3
Color-coded plastic bags make it easier to visually differentiate so that trash doesn't get confused with recycling in one cart.



4
Always empty recyclables out of the plastic bag into the dumpster.



5
Reuse or dispose of the plastic bag in the trash.

Become a Recycle Smart Partner



As a partner you will receive:



A Recycle Smart Partner logo for adding a reciprocal link on your website.



Free use of all collateral material and digital media developed for Recycle Smart.



Opportunities to be a "featured partner" on the Recycle Smart website.

Recycle
Smart



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)



No Food or Liquid
(empty all containers)



No Clothing or Linens
(use donation programs)



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



AN INITIATIVE OF
THE MASSACHUSETTS
DEPARTMENT OF
ENVIRONMENTAL
PROTECTION

RecycleSmartMA.org



@RecycleSmartMA



RecycleSmartMA



Recycle-Smart-MA

[RecycleSmartMA.org](https://www.RecycleSmartMA.org)

Workplace Events Tip Sheet

- How to reduce contamination in recycling & composting
- Considerations for event planning
- Tips for during & after the event
- Suggestions on source reduction & food donation practices



recyclingworksma.com/waste-reduction-at-workplace-events

TIPS FOR WASTE REDUCTION AT WORKPLACE EVENTS



When your workplace hosts an event, the waste needs may be different from your day-to-day operations. With some planning, you can reduce waste and ensure that materials from your event are recycled. Events are also a good opportunity to collect food scraps for composting if your business does not do so already. If your event is taking place off-site, use this document as a guide for the conversation with your contact at the off-site venue to clearly communicate your waste reduction goals.

Contact RecyclingWorks in Massachusetts at **888-254-5525** or email info@recyclingworksma.com for assistance.

Reduce Waste

Maximize the impact by reducing the amount of waste you create in the first place.

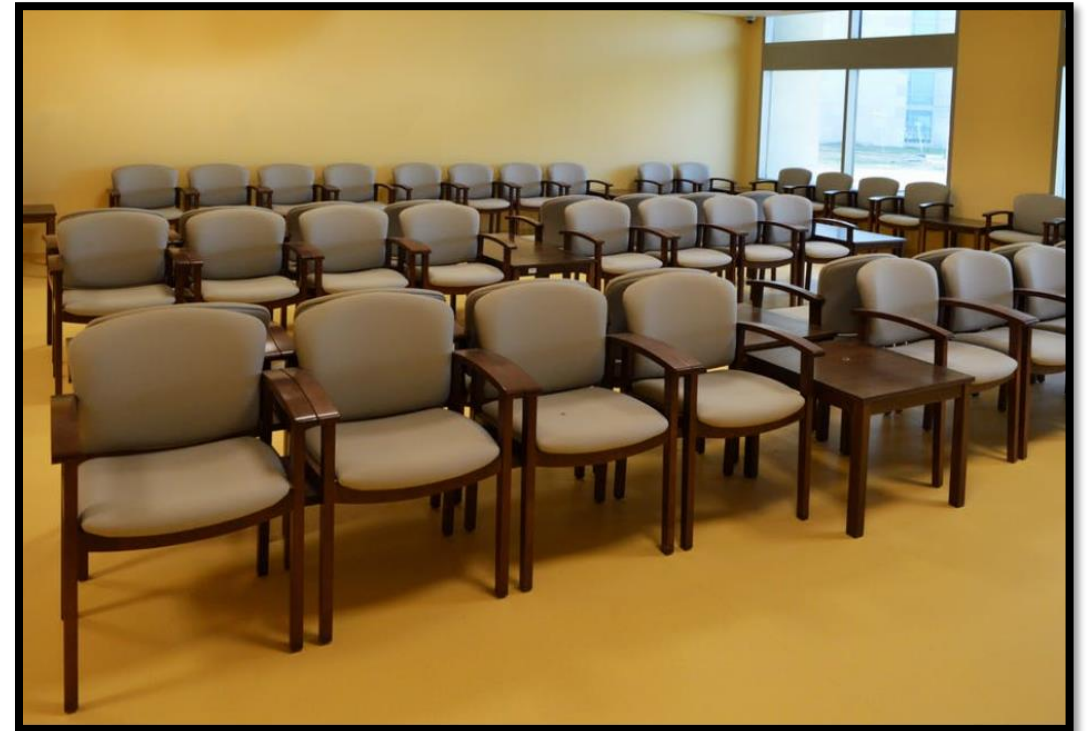
- Provide reusable serveware instead of disposable.
- Purchase refreshments and other packaged items with minimal packaging (avoid single-serving condiments).
- Serve water in pitchers or dispensers and encourage guests to bring a reusable water bottle.
- Use post-consumer recycled content paper, and print double-sided.
- Use reusable materials for name tags. Collect them after the event.
- Require frequent updated headcounts prior to the event, and on the day of the event, to ensure you have the appropriate, but not excessive, amount of food.

Refer to the RecyclingWorks Source Reduction of Food Waste Guidance page for more information on strategies for reducing food waste.
recyclingworksma.com/source-reduction-guidance



Office Furniture & Equipment Reuse Best Management Practices

- Best management practices based on stakeholder feedback
- Developing a plan for furniture reuse before purchasing replacement items
- Potential savings compared to disposal costs
- Guidance for state facilities



Office Furniture & Equipment Reuse

Best Management Practices – Key Takeaways

- Information for different types of reuse outlets
- Consider several types of outlets to find the best fit for your surplus materials

	Size of organization	Quality	Condition	Quantity	Older items typically accepted?	Timeline	Storage Needed	Transportation typically provided?	Savings potential compared to disposal
Internal Reuse	Medium to Large	High or Low	Like New, Good, Easily repairable	Smaller	Varies	Varies	On-site	No	High
Local Outlets	Any	High or Low	Good, Fair	Smaller	Yes	Days to Weeks	On-site	Varies	Medium
National/ International Placement	Large	High or Low	Good, Fair	Larger	Yes	Weeks to Months	On-site	Yes	Medium
Liquidation/ Refurbishment	Any	High	Like New, Good	Any	No	Weeks to Months	Off-site	Yes	Medium
Auction House	Any	High	Like New, Good	Smaller or collections	No	Months	Off-site	Yes	High

RecyclingWorks Food Waste Guidance

Source Reduction Guidance

- Waste tracking
- Meal planning
- Food purchasing and procurement
- Storage
- Reduction strategies



Food Donation Guidance

- Identify type and quantity of food to donate
- Connect with partner organization
- Plan for proper storage & packaging
- Determine transportation & frequency



Source Separation Guidance



Kitchen Separation

Recommended practices for source separation, starting in the kitchen



Hauler Collection Frequencies

Suggested timelines for hauler collection of food waste



Outdoor Storage Practices

Guidelines for proper storage, from cleanliness to container maintenance

QUESTIONS?

RecyclingWorks Hotline
(888) 254-5525
info@recyclingworksma.com

recyclingworksma.com

