

# WASTE DIVERSION RESOURCES AND OPPORTUNITIES FOR BUSINESSES AND INSTITUTIONS

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# FREE ASSISTANCE FOR BUSINESSES & INSTITUTIONS



RecyclingWorks in Massachusetts is funded by MassDEP,  
delivered under contract by the Center for EcoTechnology  
[recyclingworksma.com](http://recyclingworksma.com)

# WHAT IS TECHNICAL ASSISTANCE?

- Evaluate existing waste streams
- Identify opportunities to prevent, recover, and divert waste
- Empower employees through education and training
- Create customized waste bin signage
- Conduct cost analysis
- Virtual and on-site assistance



# FIND-A-RECYCLER TOOL

## Recycling Assistance for Businesses & Institutions

Any Material  Enter location  Pick Up/Drop Off

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](#)



# RESOURCES FOR RECYCLING

- Materials to collect in single stream recycling programs
- Best practices for equipment & signage
- Collection of materials
  - Color-coded liners
  - Empty recyclables out of plastic bags and throw away liners
- Tips for Managing Trash & Recycling as you Reopen your Business





# RECYCLE SMART MA RESOURCES

- Keep recycling out of the trash  
AND keep trash out of the recycling!
- Social media resources
- Partner Program
  - Newsletter
  - Spotlight opportunities
  - Additional print/digital resources





 <b>Metal</b>  <b>Food and Beverage Cans</b> empty and rinse	 <b>Plastic</b>  <b>Bottles, Jars, Jugs and Tubs</b> empty and replace cap	 <b>Glass</b>  <b>Bottles and Jars</b> empty and rinse	 <b>Paper &amp; Cardboard</b>  <b>Mixed Paper, Newspaper, Magazines, Boxes</b> empty and flatten
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**NO!**

 <b>Do Not Bag Recyclables No Garbage</b>	 <b>No Plastic Bags or Plastic Wrap</b> (return to retail)	 <b>No Food or Liquid</b> (empty all containers)	 <b>No Clothing or Linens</b> (use donation programs)	 <b>No Tangles</b> (no hoses, wires, chains or electronics)
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**AN INITIATIVE OF  
THE MASSACHUSETTS  
DEPARTMENT OF  
ENVIRONMENTAL  
PROTECTION**

**RecycleSmartMA.org**  
 @RecycleSmartMA  RecycleSmartMA  Recycle-Smart-MA

# NEW: CARDBOARD BOX GRAPHIC

- Use as a training tool
- Visual reminder for staff and other program users
- Increase the quantity of material collected
- Reduce contamination by packing materials
- Great for colleges & universities, property managers, manufacturers, etc.

[recyclingworksma.com/always-flatten-cardboard-boxes](https://recyclingworksma.com/always-flatten-cardboard-boxes)

## PLEASE FLATTEN CARDBOARD BOXES

Help us recycle even more by flattening your cardboard.  
It's as easy as opening the top of the box!

- 1** Remove all packaging from box



- 2** Open the bottom of the box the same way you opened the top



- 3** Flatten the box completely



- 4** Place in recycling bin



# FACILITY WASTE MANAGEMENT PLAN

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



Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

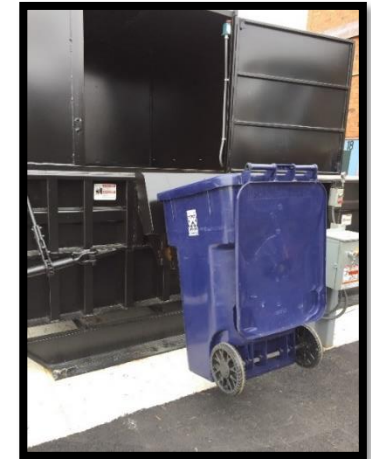
Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# NEW: EQUIPMENT WEBPAGE

- Options for collecting trash, recycling, and food waste
- Containers serviced by your hauler vs. procured by facility
- Equipment for internal collection and transportation of materials
- Importance of right-sizing to reduce contamination and improve program efficiency



# NEW: MATTRESS MATERIALS GUIDANCE

- Donation outlets for mattresses in very good condition
- Criteria to recycle mattresses
  - Constructed of metal, textiles, wood, and foam
  - Dry and free of mold
- Tips for establishing a collection program
- Mattress deconstruction process





# NEW: TEXTILES GUIDANCE

- How to connect with a textile reuse organization or processor
- Factors to consider
  - Type
  - Quantity
  - Preparation
  - Transportation
- On-site bin for different sectors
- Textile destruction




# HOW TO COMPLY WITH THE ORGANICS BAN

- Sector-specific tip sheets
  - Food Manufacturers & Distributors
  - Restaurants
  - Colleges & Universities
  - Property Managers
- Food Waste Estimation Guide
- Managing food waste on-site vs. off-site
  - Sites Accepting Diverted Food Material
  - Facilities Accepting Packaged Food Material



[recyclingworksma.com/commercial-organics-waste-ban/](https://recyclingworksma.com/commercial-organics-waste-ban/)



## WASTE BAN COMPLIANCE TIPS FOR RESTAURANTS


### WHAT ARE WASTE BANS?

Many businesses are not aware that a number of materials are banned from disposal in Massachusetts. The Massachusetts Department of Environmental Protection (MassDEP) bans easy-to-recycle materials (like cardboard) from the trash. Your municipality might have additional bylaws/ordinances or regulations requiring businesses to recycle. Your business, your waste hauler, and solid waste facilities are all responsible for complying with waste ban requirements. See the RecyclingWorks website for an overview on waste bans:  
[www.recyclingworksma.com/waste-bans-and-compliance](http://www.recyclingworksma.com/waste-bans-and-compliance).

Restaurants that place banned items in the trash run the risk of solid waste facilities rejecting their waste, being charged additional fees, and receiving enforcement from MassDEP.

Businesses that receive MassDEP enforcement often already have a recycling program. However, a number of common issues can result in recyclable materials being placed in the trash, including:

- Breakdown in staff participation
- Poor signage
- Miscommunication with hauler about what materials go in each collection container
- Collection containers are not the right size
- Pickup schedule not properly set
- No backup plan for equipment failures



### RECYCLING CARDBOARD

More than 80% of all MassDEP waste ban enforcement is for cardboard! Clean cardboard is a readily recyclable material with well-established markets for processing. See the RecyclingWorks website for information on how cardboard is recycled:  
[www.recyclingworksma.com/how-to/materials-guidance/recycling-cardboard](http://www.recyclingworksma.com/how-to/materials-guidance/recycling-cardboard).

Talk to your waste hauler about options for collecting cardboard for recycling, such as:

- Compactor
- Dumpster
- Carts
- Baler

Material specifications could include cardboard only, cardboard mixed with paper, or single stream (cardboard, paper, and containers). Businesses often save money on disposal fees when recycling cardboard.

Cardboard that is contaminated with food or liquid waste should not be recycled. Waxed cardboard is not a waste ban material and also should not be recycled. Restaurants that collect food scraps for composting may be able to combine soiled cardboard and waxed cardboard with the food waste. Consult your hauler to find out if this is an option.

[www.recyclingworksma.com](http://www.recyclingworksma.com) | [info@recyclingworksma.com](mailto:info@recyclingworksma.com) | (888) 254-5525



# RESOURCES FOR MANAGING FOOD WASTE

- Source Reduction of Food Waste
- Food Donation
- Source Separation of Food Scraps
- Hauler Contracting Guidance





# SUPPORTING FOOD BUSINESSES DURING THE PANDEMIC

Blog Post



**Organizations Rescuing Surplus Food from MA Businesses & Institutions**

Blog Post



**Food Waste Resources Support Businesses During the Pandemic**

Blog Post



**Tips for Managing Trash and Recycling as You Reopen Your Business**

Blog Post



**MassGrown Exchange**  
**MDAR Launches MassGrown Exchange Platform for Food Businesses**



# NEW: TAKEOUT PACKAGING & SINGLE USE MATERIALS

- Reduce waste and save on purchasing
  - Require opt-in for utensils, condiments, straws, napkins
- Consider a reusable takeout container program
- Prioritize recyclable takeout materials
- Evaluate whether compostable packaging and serviceware is a good fit



# BUILDING CUSTOMER LOYALTY THROUGH REUSABLES

- Fast casual reusable packaging concept
- Customer purchases glassware container
- Bring container back for 5% off
- Customer receives new sanitized container
- About \$800 savings and 2,000 pounds of waste prevented per location annually





# QUESTIONS?

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