



**BUSCH  
SYSTEMS**

Recycling Made Simple



College and University  
**HOW-TO GUIDE**



**BUSCH SYSTEMS**  
Recycling Made Simple

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# 5 Steps to setting up a successful recycling program

Step 1: Research

Step 2: Determine Your Needs

Step 3: Write A Proposal

Step 4: Purchase Containers

Step 5: Implementation & Monitor



*If everyone in the country recycled a newspaper a week, thirty-six million trees a year would be saved!*



# Instructions

## re·search, [ri-surch, ree-surch]

*diligent and systematic inquiry or investigation into a subject in order to discover or revise facts, theories, applications*

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### RESEARCH

1. Past recycling efforts:  
Was there any? What worked or didn't work? Why?
2. Laws & policies:  
Look into school, local and state laws and policies to ensure you are abiding.
3. Current waste stream:  
What items are being produced? Are they able to be recycled locally?
4. Local waste haulers:  
What materials will they collect? How are they required to be separated? What containers are acceptable? How often are they collected? Pricing?

The answers to these questions will guide in your quest to set up a successful recycling program.



### DETERMINE YOUR NEEDS

Now that you have done your research you need to determine what supplies and support will be required to get your program implemented. How many additional staff members (if any) will be required? Will you be forming a **“Green Team”** of student volunteers?

How many containers will you be needing? Don't forget to include all areas where waste is generated, such as dorms and cafeterias.





## WRITE A PROPOSAL

Seek approval for the initial investment required to get your recycling program set up. Will you be hiring a Recycling Coordinator? Be sure you include the financial benefits of having a successful recycling program. Outline the process from container implementation to the emptying and collection stages.



## PURCHASE CONTAINERS

Before running out to purchase containers, you must do your research to find the best bins to suit all your needs. Here are some important tips to keep in mind:



- Containers should be the appropriate capacity to work within your desired environment
- Adding signage will not only help educate participants but also decrease contamination, making your recyclables more valuable!
- Use containers made with recycled content and 100% recyclable
- Purchasing containers manufactured in North America will reduce your carbon footprint
- Containers should have appropriate openings & labels, to help guide the user
- Always have a recycling option available where there is a trash can
- Shouldn't your waste containers be made with recycled content too?
- You will need containers for: hallways, classrooms, dorms, cafeterias, outdoors and in offices. Don't forget secure containers for sensitive documents



PLEASE RECYCLE

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IMPLEMENTATION & MONITOR

### Implementation:

Contact the waste hauler of choice and discuss all the final details. Assigning a program coordinator will ensure your recycling program runs smoothly and effectively.

Have the program coordinator educate the students and staff on the new containers and the effects their participation will have on the environment. It is important that you involve everyone and discuss how the program is going to run, what the goals are and what is expected. Many schools create a name for their program and include a logo. Form a “**Green Team**” of student volunteers who are ready to get people excited and involved.

### Monitor:

Maintaining a recycling program is a critical component to ensuring its longevity and success. Your program coordinator should be monitoring your program and providing feedback. Update your participants with the impact their actions have had on the environment. Track your waste stream and collection process to ensure your program is running smoothly and make any adjustments necessary.



*Containers with signage allow you to change out the message and personalize it with program progress to keep participants aware and excited!*

