

# RECYCLING RIGHT

## AT THE OFFICE

### Setting up a recycling hub


**There are some important considerations to take into account when evaluating the feasibility of a recycling hub in your office.**


A quick assessment of your building's current capabilities, using the steps below, can help determine what where you're at in your recycling journey. You can always build your capabilities as systems become more ingrained.

### 1. What materials can we recycle?

Most recyclers provide co-mingled recycling bins, making it easy to recycle items we usually recycle at home. However, some recycling options and services may not be available in remote locations, checking with your council is an important first step.

**Conventional materials you may be able to start recycling include:**

 Paper and cardboard

 Milk and juice cartons

 Glass

 Aluminium cans

 Plastic containers


 Steel cans

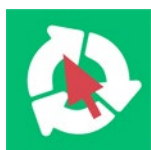
In addition to the free recycling programs mentioned in the section above, you can also recycle these materials through dedicated collection systems:

 Printer cartridges

 Food and garden scraps

 Batteries

 Mobile phones and electronic waste



RecyclingNearYou

PLANET ARK

**Recycling Near You** provides council sourced data on what materials can be recycled in your local area.

[FIND OUT MORE](#)

## 2. How much is likely to be collected?

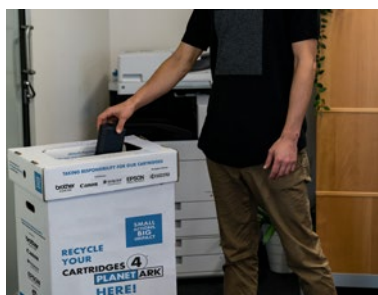
Be realistic with your expectations and create a collection system only for items your office is likely to collect a reasonable quantity.

Conducting a waste will allow you to predict the amount of expected materials with good accuracy. You may simply want to choose one or two materials to recycle first, and then review other materials in the future.

Find resources to help you with a [waste audit](#).

## 3. Set up a collection point

Start your recycling journey with these recycling programs. These are set up to make access to recycling easier for those just starting out:



### PRINTER CARTRIDGES

A **free scheme** to that recycles used printer cartridges with zero waste to landfill.



### BATTERIES

**Batteries 4 Planet Ark** is accredited through the national recycling scheme for safe collection.



### ELECTRONIC WASTE

Many **electronics are recyclable**. They can be phones, computers, fax machines, and more!



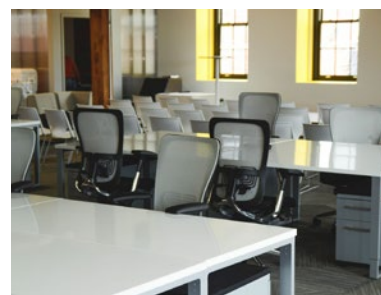
### DRINK CONTAINERS

Schools can connect with **Container Deposit Schemes** to fund raise through recycling.



### MOBILE PHONES

Mobile phones can be **recycled through free programs** for purpose beyond their life cycle.



### FURNITURE

Furniture that is no longer wanted may be **reused, refurbished or recycled**, depending on its condition.

## 4. Find a recycler

- The first step in finding a recycler is to talk to your building's manager to learn what the current waste management contractors are capable of collecting.
- Ask whether they can expand the current service provided, and review any costs that may be incurred by changing or expanding your current waste contract.
- Search services on [recyclingnearyou.com.au](https://recyclingnearyou.com.au) for recycling services in your area that specialise in collecting recycling for businesses.
- When contacting the recycling services, ask the questions outlined in **Planet Ark's Choose the Right Recycler Checklist and Factsheet**. This will ensure you secure an environmentally and legally reputable recycling service provider.

Check with your local council for any waste services they may provide in your area. They can connect you to services for specific items and help you get started. They may also be able to connect you to recyclers who specialise in the type of services you're looking to engage.

## 5. Collecting materials

The best way to collect and store recyclable items will differ from school to school. Things to consider include:

### **1. Location, location, location:**

For conventional recycling and waste bins, make sure they are grouped together to avoid confusion. For additional recycling schemes, put collection points in a space accessible for students, staff, and parents.

### **2. Type of collection receptacle** Ensure they are easy to remove for collection by the recycler.

### **3. Who will be responsible for monitoring and emptying the collection receptacle?**

For some schemes, this could be your school's cleaners, groundskeeper, or teachers. Others either have their collection services included or are regularly scheduled services.

### **4. Assess health and safety issues that need to be addressed.**



### HOT TIP!

Place your recycling units in places where the waste is generated. For example, your cartridge box next to the printers, coffee capsules box in the staff kitchen and the mobile phone unit in the foyer or common areas so that students and parents can have access to it.

[DOWNLOAD FREE SIGNAGE HERE](#)

## 6. Building awareness and participation

Align yourself, or your green team members, as points of contact for people looking to learn more about new programs. Send emails or host informative sessions explaining your changes to the office.

## 7. Goals, record-keeping and reporting

- Set a recycling goal based on your original waste audit results. Ensure your goals are measurable, achievable, and time-bound.
- Keeping records of any the costs incurred by your recycling program, and reviewing the frequency of collections / drop off trips will help to determine if what you have in place is appropriate for the amount being recycled.
- Evaluate your achievements in relation to your goals and review the effectiveness of your program.

Communicating the success of your recycling program to staff is also important, as it will show that their actions are leading to worthwhile results.

[Support your findings with our ready made resources here](#)

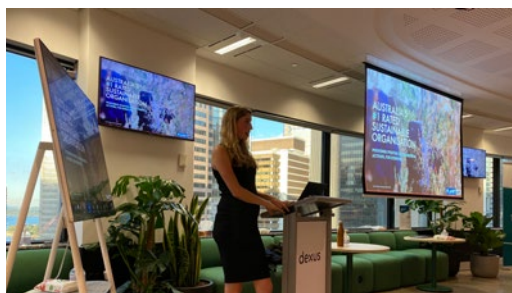
## Other ways to get involved

Planet Ark's National Recycling Week is one way to kick start your sustainability journey in your workplace. The following resources can make recycling fun for your workplace.



Our workplace trivia covers some fun facts and interesting truths about our relationship to waste. It's a great way to teach your workplace about why recycling and resource management is so important.

### RECYCLING TRIVIA



We've developed 3 ready to go presentations for you to use, they come with a suggested script so that you know all the necessary information.

### PACKAGING

### EWASTE

### COMPOSTING



Get inspired this National Recycling Week by organising presentations, community events, or workshops. We will be heavily promoting all of the events registered on our page, so make sure you register yours!

### NATIONAL RECYCLING WEEK EVENTS

## Why recycling matters

- In NSW alone, reuse and resale **saves \$432 million** for the local economy.
- Through Cartridges 4 Planet Ark, **100% of printer cartridges are recycled** into art supplies, eWood, and even roads.
- **Over 95% of the resources in mobile phones** can be recovered and turned into new materials!
- Container deposit schemes can be connected to charities, organisations, or individuals to **raise thousands of dollars** in donations.