



IMPROVE YOUR RECYCLING PROGRAM

Guidelines for Sarasota County Facilities

Sarasota County Government has made a commitment to enhance recycling at all its facilities and be a recycling leader in our community. It makes business sense, it makes environmental sense and it is everyday common sense. If a disposable product can be recycled or reused in another form, it is up to each of us to find a way to properly manage it.

Why should we recycle? Waste from businesses, including government, makes up about 50% of the total solid waste collected each year. This waste takes up valuable land space. The county's landfill was designed to accept trash for 40 years before it is filled, but through effective recycling that useful lifespan can be increased. Recycling service also costs less than garbage service; increasing the amount of material your facility recycles will help your budget's bottom line. Ultimately, recycling helps to reduce pollution and conserve our limited energy, mineral and water resources – which benefits all of us *and* our kids!

What can we recycle? In Sarasota County (County Ordinance 2006-001) the following materials are designated as "Program Recyclables" that all county facilities are required to recycle:

PAPER RECYCLABLES

- Corrugated cardboard
- Writing and office paper
- Brown paper bags
- Junk mail including window envelopes
- Post-it Notes
- Magazines, newspapers and advertisements
- Phonebooks and catalogs

COMMINGLE RECYCLABLES

- Empty aerosol cans
- Aluminum cans, foil and trays
- Glass bottles and jars – all colors
- Milk and juice boxes made from wax-coated paper
- #1 and #2 plastic bottles that have a neck
- Steel / tin cans

Other materials not on this list that can be recycled include toner cartridges, wood/lumber waste, scrap metals, brick, concrete block, VHS tapes, some types of carpeting, carpet pads, rechargeable and car batteries, appliances and many other items. Also consider items that can be reused such as leftover paints and other chemicals, office equipment, doors, drywall and other material that can find a new "home" instead of ending up in the landfill. The county's Re-Uz-It shop, Habitat for Humanity and other organizations will take usable items and find a new "life" for them.

The key is for you and your staff to stop and consider, before discarding something in the trash, the question: "Can this be recycled or reused?" If you are unsure, call the county's recycling program, 861-1572, or e-mail recyclingcoordinator@scgov.net, and we will help you make the right choice!

How to set-up your program

- **Communicate management support.** The County Administrator and County Commission fully support and encourage the principles of “Reduce, Reuse and Recycle” in our community and in our facilities. Increasing the visibility and effectiveness of your recycling program through measures such as providing desk-side and common area containers, posting recycling signage or posters or discussing recycling issues at meetings will demonstrate your support for recycling.
- **Assign a recycling representative or team.** Depending on the size of your facility, a single person or a team should be identified to oversee the recycling effort. The best individuals for this function are people who are willing to champion the cause and want to do the job. We anticipate that this function will occupy less than one hour a week on average initially and even less as your recycling program takes off. Some of the responsibilities of these individuals will be:
 - Lead in promoting recycling within their facility through ensuring recycling promotional material is appropriately located, recycling containers are available and identifying areas of improvement for their facility.
 - Track recycling performance. The Recycling Program will provide guidance on what needs to be done and provide the forms to record the data.
 - Work with the Recycling Program for help in addressing recycling issues and concerns.
- **Establish your recycling rate baseline and set goals.** Setting performance goals is critical to ensuring your program is on track and providing intended outcomes. Before you can set your goals, your baseline recycling rate needs to be established. How the recycling rates are measured needs to be consistent countywide. The Recycling Program will provide guidance on what needs to be done and provide the forms to record data.
- **Implement the plan.** Be sure to communicate your recycling vision and procedures to all staff, including contract staff such as janitorial services. Include recycling on your meeting agendas. Highlight recycling issues or note the facilities’ recycling rates in your newsletters. Continue to monitor your progress and adapt your program as issues arise. Ensure that recycling requirements are considered in planning meetings, workshops, public events, renovation / construction and other potentially high waste volume activities.
- **Buy recycled products.** The final step to a successful recycling program is to buy recycled content products. Ensure individuals who purchase materials for your facility or programs are considering recycled content in their selection of products. This practice not only demonstrates commitment to waste reduction, but also helps create and strengthen the market for recycled goods.

The Sarasota County Recycling Program is here to help you maximize your recycling potential and measure your results effectively. Please call 861-1572 or e-mail recyclingcoordinator@scgov.net if you have any questions.