

How to Perform a Facility Recycling Audit

A look at how recycling can benefit your business and why you should perform a recycling audit to identify efficiencies and reduce contamination.

Presented by Republic Services®





This resource will cover:

- **What is a Recycling Audit?**
- **Recycling Audit Benefits**
- **How to Perform a Recycling Audit**
- **Professional Waste Assessments**

About Us

Republic Services is a leader in the U.S. environmental services industry. We responsibly operate 340 collection operations, 220 transfer stations, 186 active solid waste landfills and 76 recycling centers across 41 states. Our focus on sustainability ensures future generations enjoy a cleaner, safer and healthier world.

What is a Recycling Audit?

A recycling audit is the process of collecting, weighing and examining your facility's recycling and trash output from a specified time to identify recyclable materials.

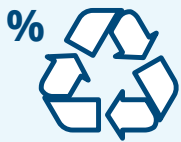
Assessing your recycling can help you better understand your facility's waste streams and recognize opportunities for efficiencies and improvements. It can also help you identify your facility's contamination rates and define your sustainability goals.

Benefits of a Recycling Audit:

- Better understand your business's waste streams
- Better understand facility contamination rates
- Identify financial efficiencies
- Identify new revenue streams
- Maintain compliance with government regulations
- Reach facility sustainability or recycling goals
- Meet building certification standards



A Recycling Audit Helps You Better Understand Your Business's:



Waste Streams



Contamination Rates



Financial Inefficiencies



New Revenue Streams



Compliance with
Regulations and
Certification Standards



Sustainability and
Recycling Goals

5 Simple Steps to Complete a Recycling Audit

1. Build your team and set a date.

- Recruit a team of individuals to conduct the recycling audit
- Pick a date and time for the audit
 - Choose a day or week without any special events and when most of your staff will be in the office so that you get an accurate picture of waste production.
 - If you have custodial staff, make sure they know not to empty the trash and recycling that week

2. Gather the necessary supplies.

- Stock up on a few supplies to make sure your team can work safely
- Tools needed:
 - Rubber gloves
 - Face masks
 - Labels (optional)
 - Permanent markers
 - Scale(s)
 - Trash bags

3. Sort through your recycling and trash.

- Collect all garbage (from the trash cans) and collect all the recycling (from the recycling containers) in clear bags throughout your facility. Label each with the date, location and waste type (recycling, trash or organics)
- Weigh each bag and record the weight by waste type
- Remove recyclables from the trash bags and remove trash from recycling bags
- Document contaminants (a contaminant is anything that shouldn't be in that stream, e.g., greasy food containers in the recycling, or clean and empty cans or plastic in the trash)
- Now that you've separated contaminated items, record how the weights have changed

4. Analyze and communicate the results.

- Sharing the results allows you to reinforce your recycling goals and make everyone aware of the container locations, and what's recyclable in your facility
 - Highlight areas for improvement by sharing common contaminants found in the waste streams
 - Don't forget to highlight what's being done correctly to reinforce a positive message
- Need help educating employees on proper recycling?
 - Visit [RepublicServices.com](https://www.RepublicServices.com) to learn proper recycling tactics and download free resources, such as brochures, posters and container labels
- Work in the education industry?
 - Visit [RepublicServices.com](https://www.RepublicServices.com) to download a free recycling education curriculum for your school administration, teachers and staff. The curriculum contains everything needed to educate students about recycling.

5. Find solutions.

- To make actionable and effective decisions about your facility's recycling, contact a local waste provider like Republic Services to learn about what recycling and waste solutions best fit your needs

- ✓ **Build your team and set a date**
- ✓ **Gather the necessary supplies**
- ✓ **Sort through your recycling and trash**
- ✓ **Analyze and communicate the results**
- ✓ **Find solutions**

Do It Yourself or Contact Republic Services

You may be reading this and thinking, how do I possibly conduct a recycling and waste audit if I'm not even sure what's recyclable? We've got you covered in this additional resource tackling [Recycling 101 for Business](#).

Recycling and waste audits can be a time-consuming task. If you're looking to save time or gather additional information, or you just don't want to do it yourself, Republic Services can provide a professional waste assessment.

At Republic Services, a BluePrint™ Waste Assessment is performed by experienced Account Managers who can analyze your business's waste output and define the right mix of recycling and waste solutions to best serve your needs. By assessing your operations and analyzing your waste stream, we can help implement a custom, site-specific recycling and waste system that boosts productivity and minimizes downtime while ensuring your safety and environmental compliance. And, as your business grows and changes, we will continually work with you to optimize your offerings and service levels.

Republic Services is also a U.S. Green Building Council (USGBC) Gold Partner, which means we can partner with your facility to identify ways to waste less and recycle more, like concrete recycling (repurposing), managing organic waste and more.

Are you an IFMA member? Get your first month free with the purchase or new recycling and waste services. Visit Info.RepublicServices.com/IFMA for more information.

