

Waste less. Recycle smarter.

Your small business sustainability and recycling solutions guide



Want to improve your company's recycling practices? We understand. This mini-guide is designed to help small businesses recycle smarter, which is good for the planet, your business, and our community.



Take stock of your trash

To do a better job of recycling, it helps to know what type of waste you produce—and how much. A simple way to do this is to just sort through your existing waste. Recruit some coworkers to take a peek around the office. Is there a lot of paper and plastic? Cardboard boxes piling up? Take note and check off what you find.

Paper

- Newspaper
- Envelopes
- Junk mail
- Phone books
- Brochures
- Magazines
- Printed paper/
copier paper

Cardboard

- File folders
- Poster boards
- Cardboard boxes
- Food/product packaging

Plastic

- Water bottles
- Soda bottles
- Plastic milk or juice jugs

Metal (Aluminum)

- Soda cans
- Scrap metal
- Steel cans (canned goods)
- Aluminum cans



Help your employees improve recycling habits

Make sure recycling bins and waste cans are in convenient places for employees—and that you have enough in the workspace. You may even need more recycling bins in more places than just the break room, for instance. You can also educate your employees on proper recycling methods by hanging up signage and labeling the bins.



Switch to digital

Are you printing out documents that can just as easily be saved and sent electronically? Common items include invoices, reports, emails, and meeting notes. Encourage employees to refrain from printing these documents.



Partner with a reputable recycling leader

Building a long-term plan to recycle can be overwhelming, so it helps to seek out expert advice. Look for services such as waste assessments, which can help you more accurately identify recyclable materials in your waste stream. Reputable recycling partners will also help you identify which containers and services will work best for your business.

Want to take your sustainability efforts further? Here are more ideas.



Donate unwanted or surplus equipment

Although throwing it away may be cheaper, it's not the most sustainable method. In some cases, other people may find greater value in your old items. From old office equipment like chairs and desks, to perishable food, you can contact local charities or organizations willing to accept donations.



Speak with your suppliers and vendors

You may want to meet with your partners to brainstorm new solutions for packaging, transportation, shipping, and other processes. Explore production methods that are more sustainable, such as using more recyclable materials, or improving efficiency in production.

How Republic Services can help

Republic Services has decades of experience in the industry, and we can assist with collection, recycling, free waste assessments, and education. Speak with our account managers to get a better idea of what we can do to meet your business needs.

Ready to get started? Contact a Republic Services representative today.

[LEARN MORE](#)

