

Steps for starting a recycling program in your building or office:

1) Designate a recycling coordinator or team

- Determine who in the organization will be responsible for implementing and managing the program. The coordinator(s) should be both passionate and knowledgeable about the organization's recycling program.
- Get buy-in from upper-management on the prospective recycling program.

2) Decide on which materials your company should recycle

- Conduct a walkthrough and waste-audit. Start by documenting the materials that make up your waste stream: including plastics, paper, or any metals. Many recyclers offer free waste audits as incentives.
- Some materials are more valuable than others, so make note of the market rates of those recyclables before deciding on your recycling approach and prioritize them.

3) Decide on a recycling carrier or mode of recycling

There are a several types of recycling providers: waste haulers, independent recyclers and drop-off centers. If you choose to go with pick-up service, ensure the transparency of their recycling program to make sure your collected recyclables are being recycled and not put into the trash!

- Waste Hauler - If the waste hauler co-mingles trash and recyclables onto a single truck during removal, the recyclables may become contaminated and your hard work will be fruitless.
- Independent Recycler - Independent recyclers tend to be passionate and knowledgeable about recycling, and they can usually help you save money and the environment in your recycling projects.
- Drop-off (DIY) - Some of your recyclables may be worth money. Through taking it to a drop-off facility your employees can be reimbursed for their diligence.
- Piggy-Backing - Large manufacturing businesses often sell bulk quantities of recyclable materials. Having a small business share that recycling program, or 'piggy-back', can reduce the smaller business's overhead and simultaneously increase the larger business's profits.

4) Implement your program

- Start by finding locations for the internal collection bins. Bins next to desks, printers, copy machines, and other refuse containers are a good idea.
- Your recyclables should be clean and dry, washable plastic bins are usually a good choice to avoid contamination.
- Decide on collection frequencies. If your office uses a janitorial service, collaborate with them to develop an effective recycling program.

5) Education

- Education is key to an effective recycling program, so send out communication to all staff with the new recycling bins stating exactly what should and should not be recycled. Consider a written contract with your employees.
- If the bins are shared, use highly visible signage to avoid confusion, e.g. one wet paper towel can easily contaminate a bin of recyclable paper.
- Successful recycling programs are an on-going effort. Your recycling coordinator(s) should keep every one enthused with the program and educate any new hires.

Glossary

- eRecycle**—The stripping and recycling of materials within electronics and computer components.
- Dry Foods**—Composting materials, such as banana peels or onion shells.
- Waste Audit**—Analysis of the waste-stream to assess recyclability or reuse.
- Waste Stream**—The refuse accumulated through day to day operations.

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LEED Council Recycling Guide

for commercial and industrial businesses



LEED (Local Employment and Economic Development) Council

1866 N Marcey St.

Chicago, IL 60622

(773) 929-5552

The LEED Council promotes sustainable development that fosters economic growth while reducing environmental impacts. The LEED Council can assist your business or organization in implementing a recycling program and other sustainable initiatives.

Please contact Mike Holzer at 773.929.5552 ext 225 or mike@leedcouncil.org for more information.

Independent Recyclers with Pick-up Services

Recycler	Contact	Phone	Address	Paper	Plastic	Glass	Metal	Other	Notes	Pick-up	Containers	Special Services	Website
Recycling Systems, Inc. (RSI)	Sylvia Corona	(773) 579-1999 ext 18	3152 S. California, Chicago, IL 60608	All	All	All	All	Wood, yard waste, dirt and more	RSI does not own any landfills and strives to recycle as much debris as possible.	As needed	All Sizes	City of Chicago permitted material recovery facility.	www.recyclingsystemsinc.com
Recycle Plus	Gary Zuckerman	(773) 761-5937	1334 N. Kostner, Chicago, IL 60651	Mixed paper, cardboard and newspaper	#1, #2, #5, Rinsed	Bottles Only	Separated		Specialized in commercial, industrial, and residential recycling.	As Needed; drop-off accepted when called ahead.	Bins		
Recycling Services	Isabelle Tubenis	(773) 247-2070 ext 35	3301 W. 47th Pl. Chicago, IL 60632	Mixed paper	No	No	No			If more than 5 tons	Bins		www.recyclingservices.com
The Resource Center	Mike McNamee	(773) 821-1351	222 E. 135th Pl. Chicago, IL 60627	Mixed paper, cardboard, and newspaper	Plastic bottles	Bottles Only	Food and beverage cans		Guaranteed 99% Recycle Rate. Call For Quote.	Outdoor pickup only	All Sizes	Free waste audit	www.resourcecenterchicago.com
Recycling Programs, Inc.	Keith Bell	(312) 787-7078	4 E. Ohio St. Chicago IL 60611	Yes	Yes	Yes	Yes	Wood	Specialized in industrial Recycling.	As needed	All Sizes	Free waste audit/kickoff meetings. Free publicity and internal advertising.	
Intercon Solutions	Travis Griggs	(888) 452-5642	1001-59 Washington Heights Ave. Chicago-Heights, IL 60411	No	No	No	No	eRecycling: computers, monitors, fax machines, electronic devices, etc.	Specialized in high-end data security services.	As needed	None	Also offers mail-in and drop-off programs.	www.interconrecycling.com

Waste Haulers with Recycling Programs

Waste Hauler	Contact	Phone	Address	Paper	Plastic	Glass	Metal	Other	Notes	Pick-up	Containers	Special Services	Information	Website
Recycling Systems, Inc. (RSI)	Sylvia Corona	(773) 579-1999 ext 18	3152 S. California, Chicago, IL 60608	All	All	All	All	Construction and Demolition, Glass, Wood, Yard Waste, Brick, Dirt, and more.	Offers material recovery solutions and documentation for clean and green projects.	As Needed	All Sizes	City of Chicago permitted material recovery facility.	RSI does not own any landfills and strives to recycle as much debris as possible.	www.RecyclingSystemsInc.com
Allied Waste Service	Kevin Krus	(773) 579-3600 ext 127	2608 S Damen Ave. Chicago, IL 60608	Mixed Paper and Cardboard	All	All	All	Construction, Wood, Concrete.	Commercial, residential, and industrial recycling programs tailored to meet needs.	As Needed	All Sizes	Free waste audit, compactor or baler As needed; services large scale events.	State of the art C&D facility opening in February 2008.	www.disposal.com
Premier Waste & Recycling	David DeRousse	Cell: (773) 405-6472 Office: (773) 376-4000	P.O. Box 17111, Chicago, IL 60617	All	All	All	All	Construction, Wood, Dry Food, eRecycling, Drywall, Dirt, and more.	Chicago recycler licensed for large scale construction and demolition.	As Needed	All Sizes	Free waste audit. Compactor or baler for large accumulations.	Premier does not own any landfills, and they try to use them as little as possible.	www.premierwaste.net
Waste Management (WM)	Sales	(800) 796-9696	1500 N. Hooker St. Chicago, IL 60622	Mixed Paper and Cardboard	#1-#5	Bottles	Aluminum Steel		No industrial recycling in the Chicago area.	Every 1-2 Weeks	All Sizes		Owns and operates waste to energy power plants throughout USA.	www.wm.com
Loop Paper Recycling / Independent Recycling Services Inc.	Mitch Michaels	(312) RECYCLE (312) 732-9253	2401 S. Laflin St. Chicago IL 60608	All	All	All	All	eRecycling, Yard Waste, and more.		As Needed	All Sizes	Free waste audits/kickoff meetings. Provides baler for large accumulation.		www.recyclingit.com

Drop-off Programs

Company	Phone	Address	Recyclables	Information	Website
Jewel Stores	Vary	Vary	Plastic grocery, newspaper, and drycleaning bags	Bags should be clean, dry and empty, collection bins are usually outside of the store.	www.jewelosco.com
UPS Stores	Vary	Vary	Packing peanuts	This is a drop-off program.	www.theupsstore.com
FedEx Kinkos	vary	Vary	Inkjet and toner cartridges	This is a drop-off program.	www.fedex.com
Uptown Recycling Center/ Resource Center	(773) 821-1351	4716 N Sheridan, Chicago, IL 60660	Plastic, aerosol Cans, aluminum cans and foil, paper, cardboard, glass, and more.	Mon—Sat; 9:00—3:00. Closed Wednesday.	www.resourcecenterchicago.com

Internet Links

- **Earth911.org** — A comprehensive list of local, regional, and national recycling programs, as well as advice in waste reduction.
- **ChicagoRecycling.org** — A regularly updated website dedicated to recycling related resources in Chicago.
- **WasteToProfit.org** — Assists Industrial businesses to develop relationships that turn costly waste streams into productive revenues.
- **Groups.yahoo.com/group/chicagofreecycle** — Network that offer free unwanted items in an effort to divert them from the waste stream.
- **Globalstewards.org/junkmail.htm** — Provides resources for reducing and eliminating unwanted junk mail for businesses.
- **Greenseal.org** — A list of office supplies that carry the Green Seal logo.

Mail-in Programs

Company	Phone	Address	Recyclables	Information	Website
Alternative Community Training (ACT)	(800) 305-3475	2200 Burlington, Columbia, MO 65202	Confidential media recycling (DVDs, CDs, computer disks, jewel cases, inkjet cartridges, toner cartridges, electronics)	Non-profit organization that employs adults with disabilities in recycling all types of media. Tax deductible mail-in program.	www.actrecycling.org
Alliance of Foam Packaging Recyclers	(800) 944-8448 or (410) 451-8340	2128 Esprey Court, Crofton, MD 21114	Packaging Materials: expanded polystyrene, packing peanuts, and other shipping materials	This is a mail-in program.	www.eppackaging.org/info.html
Illinois Recycling Association Bottle Brigade (TerraCycle)	(609) 393-4252 ext. 29		20 oz plastic bottles	Free pre-paid UPS mail-in program acting as a fundraiser for the Illinois Recycling Association, boxes are provided.	www.terracycle.net/bb/ira
Air Cycle Corporation	(800) 909-9709	2000 South 25th Avenue, Suite C, Broadview, IL 60155	compact fluorescent bulbs, fluorescent bulbs, mercury containing items, batteries, office items, lamps, ballasts	This is a mail-in program. Prepaid FedEx Boxes are provided. For large quantities, pickup can be scheduled.	www.lamprecycling.com/

Metal Recyclers

Company	Contact	Phone	Address	Materials	Website
General Iron	Howard Labkon	(773) 327-9600	929 N Clifton Ave. Chicago, IL 60614	All types of metal	