

CUYAHOGA COUNTY SOLID WASTE DISTRICT

LESS
IS
MORE

A Step by Step Guide to Recycling in the Workplace



TABLE OF

CONTENTS

Introduction 3

What Can Be Recycled? 3

HOW DO I GET STARTED?

Seven Logical Steps

Form a Green Team and Set Goals 4

Review Your Current Waste Contract 4

Conduct a Waste Sort 5

Select a Recycling Company 6

Plan and Implement Your
Recycling Collection System 7

Educate Employees, Keys to Success 8

Track Success, Maintain Momentum 9

RESOURCES

Appendix A

Waste Collection Worksheet 10

Appendix B

How to Conduct a Waste Sort 11

Appendix C

Recycling Companies & Donation Options ... 13

Appendix D

Recycling Container Suppliers 14

Appendix E

Tips for Reducing Waste at Work & Home 14

INTRODUCTION

Recycling in the workplace is becoming more and more commonplace as businesses look for ways to reduce waste disposal costs and operate in an environmentally sustainable way. This step by step guide was published by the Cuyahoga County Solid Waste District to give you the tools you need to plan and implement a successful recycling program. No matter if your business is big or small, the Solid Waste District can help you design a program that works for you.



WHAT CAN BE RECYCLED?

Most workplaces choose to focus on “fiber” recycling as a first step because this makes up about 41% of the typical office waste stream. Recyclable fiber includes things such as office paper, copy paper, letterhead, computer paper, envelopes, catalogues, brochures, newspapers and magazines, boxboard and cardboard. Many companies and institutions today are concerned about the confidentiality of their records. Recycling paper is a way to ensure confidentiality because recycling companies can provide certified document destruction through their shredding services or locked containers.

Other items you can include in your recycling program are computers, printers, toner cartridges, beverage containers, office equipment, furniture, fluorescent bulbs, construction and demolition debris, food and coffee ground composting and more. The more you get into the recycling habit the more fun it is to see how close you can get to “zero waste.”



How Do I Get Started?



STEP 1

FORM A GREEN TEAM AND SET GOALS

To form your green team, find champions in your organization. Every organization has employees that are environmentally conscious and want to recycle. Soliciting their support in designing and promoting your workplace recycling program is invaluable. Your green team should also include senior managers and custodians. A successful recycling program involves employees at all levels of the company. The green team will determine what goals you want to accomplish, what you want to recycle and how you will market your efforts both internally and externally.

STEP 2

REVIEW YOUR CURRENT WASTE DISPOSAL CONTRACT AND WASTE COLLECTION SYSTEM

(See Appendix A for worksheet)

The second step to setting up your recycling program requires heading to your loading dock to check out your waste dumpsters and then going to your purchasing department for a copy of your waste contract and a monthly waste invoice. Examining your waste collection system will provide you with some important information that will help you with your recycling program. You should look for the following information:

Who is your waste hauler? Usually it's the name on the dumpster.

How many dumpsters are there and what size are they? Dumpsters come in 10, 20 or 30-yard sizes. Knowing your dumpster size will give you a benchmark for your recycling program. From here you can determine the amount of waste you produce each month and estimate the amount of waste you can reduce by recycling.



How often are your dumpsters emptied? Visit your loading dock on the day your dumpsters are pulled. This way you can see if the containers are full when they are emptied. If they are less than full, you are paying too much for your service. You may be able to save money by asking for less frequent collection. Haulers charge by “the pull” and not by the amount of waste in the container.

What do you pay for waste disposal? Find copies of your monthly invoices. Finding out how much you currently pay for disposal will help you estimate the potential savings of your recycling program. For instance, since paper and cardboard make up about 41% of all business waste, you can project the savings from eliminating this from your waste stream.

What are the terms of your current waste hauling contract? Does your contract allow you to negotiate for reduced dumpster service to reflect your new recycling program and a reduced need for service? Note: if you are a tenant in a multi-tenant building, you will need to talk to your landlord to get their cooperation for your program. Since it is your landlord who pays the waste disposal bill, this is the person

likely to contract for recycling services. You may want to discuss how a building-wide recycling program can be implemented since the more volume of material you have, the more cost-effective it will be to recycle.

Who are your other logical partners? If you have a small business (fewer than 50 employees), it is a good idea to consider partnering with adjacent businesses to build volume. As with multi-tenant office buildings, the more businesses recycling, the more economical it will be to recycle.

Do you have in-house custodians or a contracted crew? Check your custodial contract. The custodians make or break a program: you rely on them to collect and move materials to the loading dock. It is essential they are “on board,” whether or not they are direct employees of your company.



STEP 3

CONDUCT A WASTE SORT

*An optional but useful activity
(See Appendix B)*

A waste sort can be very helpful in determining what is in your waste stream. This information will help you set goals for your recycling program, negotiate waste hauling and recycling contracts, and estimate savings from your recycling program. A waste sort involves enlisting the help of a few green team members to wear their jeans and spend a day sorting and weighing waste. While there is a “yuck” factor involved, digging through waste can be an enlightening experience for your green team. Seeing first hand what is actually tossed out on a daily basis by your fellow employees will spark new enthusiasm about the need to recycle. Please see *Appendix B* for complete instructions on conducting a waste sort. If you would like assistance with your sort, please call the Cuyahoga County Solid Waste District’s Business Recycling Specialist.

IMPROVE EMPLOYEE



STEP 4

RESEARCH AND SELECT A RECYCLING AND/OR FOOD WASTE COMPOSTING COMPANY

Cuyahoga County has many companies that provide recycling services for businesses. Most focus on recycling paper and providing shredding services for sensitive documents. A list of these companies is provided in *Appendix C*. For a complete list of local recycling companies contact the Solid Waste District for a copy of the Cuyahoga County Recycling Directory for Business and Industry or visit www.cuyahogaswd.org and click on the "Business" tab.

The types of recycling services and fees vary for each recycler. The Solid Waste

District recommends that you meet with two or three companies to identify the recycler that can best meet your needs. During your meeting, ask the following questions:

- 1) *What types of recyclables and/or compostable food waste does the company accept?*
- 2) *How must the recyclables be sorted and prepared for pickup?*
- 3) *Does the company pick up recyclables on a scheduled basis or on-call basis?*

- 4) *What types of recycling bins are provided? Can the recycler provide or lease a baler for cardboard?*
- 5) *Does the company require a contract? If so, what are the terms?*
- 6) *What does the company charge to pick up the recyclables? Does the company have a minimum monthly charge or a minimum amount of recyclables they will pick up?*
- 7) *Does the company pay for the recyclables? If so, what materials do they pay for and how much? Is the payment a fixed amount or fluctuating based on the market?*
- 8) *Will the company provide monthly reports showing the tonnage of recyclables picked up from your facility?*
- 9) *How is payment made? Many recyclers will deduct the value of the recyclables from the pick up fee and either pay or charge the customer the difference.*

After your meeting, ask the recycler to give you a written proposal detailing what was agreed upon above. Also ask the recycler to provide you with three references of current customers. Call the references to ask if the company is providing responsive service.

Once you have selected your recycler and signed a recycling agreement you are ready to design your recycling system and launch your employee education. Your recycler and the Solid Waste District's Business Recycling Specialist can help you with this.

STEP 5

ENHANCE YOUR

IMAGE

PLAN AND IMPLEMENT YOUR RECYCLING COLLECTION SYSTEM

A big part of setting up your recycling program is figuring out how to collect your recyclables and how to consolidate them for pick up. Your recycler will ask you to consolidate recyclables at your loading dock or shipping and receiving area and will provide you with gaylord boxes, carts or other storage containers for this purpose.

Your job is to design an internal system to collect recyclables that works for your employees as well as your custodians and select recycling containers that make recycling easy. In addition, proper labeling is critical. Do not put a "recycle" sticker on a container that is for paper recycling only. Be specific.

When deciding how to best move recyclables from the point of generation to your pick up location, involve your custodial staff. Giving them the opportunity to help design the collection system will help minimize any extra work for them and help gain acceptance for the program.

Your recycler may be able to supply you with some or all of your containers. If not, a list of places to purchase recycling containers is provided in *Appendix D*. The Solid Waste District recommends using three main types of containers:

Desk-side paper recycling containers. (Potential price range \$4 to \$10)

Each employee should be given a small container to keep recyclable paper separate from trash at each desk. These should also be placed at each work station and at copy machines and printers.



Central paper recycling carts. (Potential price range \$75 to \$100)

These are 96-gallon carts or other wheeled carts that should be placed at central locations on each floor, often near copy machines. Employees or custodial staff will empty the paper from the desk-side containers into these carts.

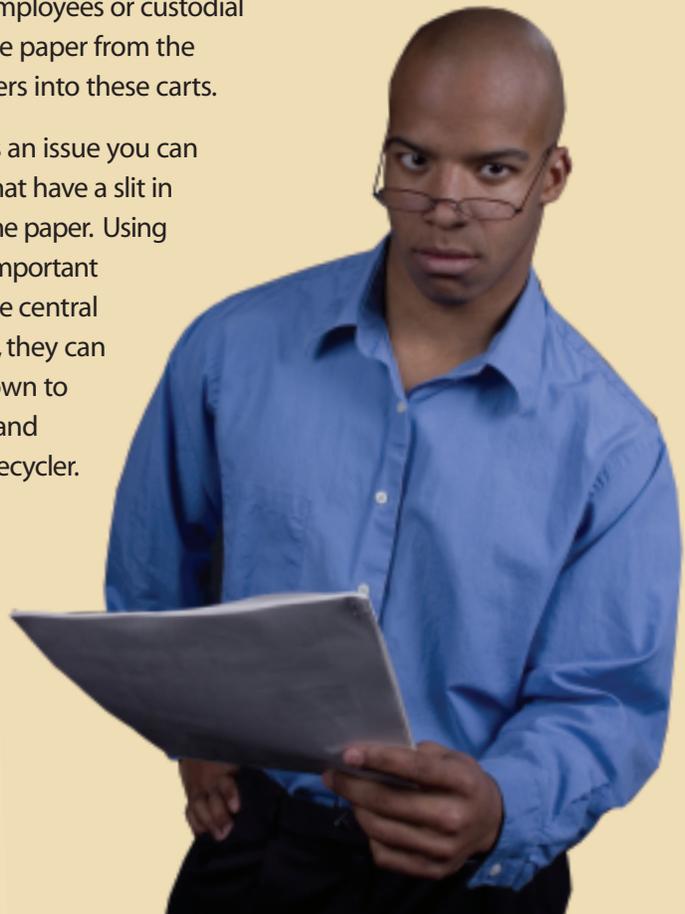
If confidentiality is an issue you can use locked carts that have a slit in the lid to accept the paper. Using a wheeled cart is important because once these central containers are full, they can be easily rolled down to the loading dock and picked up by the recycler.

Beverage recycling containers. (Potential price range \$50 to \$75)

If your recycling program will include cans and plastic bottles, you can purchase specially designed recycling containers that have a hole in the top to accept plastic bottles or pop cans. The modified top will help reduce contamination of your recyclables with non-recyclable items. Place these containers throughout your offices in conference rooms, vending machine and kitchen areas.

Kitchen composting containers. (Potential price range \$20 to \$60)

Some businesses start collecting coffee grounds in a five gallon painter's bucket.



TRANSFORM

LIABILITIES INTO RESOURCES

STEP 6

EDUCATE YOUR EMPLOYEES

Generating employee enthusiasm for recycling is critical to the success of your recycling program. Educate your employees by giving them instructions on how and what to recycle. An effective orientation program increases participation and decreases the frequency and degree of contamination in collected materials. Let employees know why recycling is being implemented in your company. Make sure they know there is senior level support for the program. Stress that recycling is easy and should not require additional work. To follow at the right are the keys to a successful program.



KEYS TO A SUCCESSFUL PROGRAM

- *Make sure all custodial employees know how the recycling and/or food composting system will work and what is expected of them.*
- *Place all your central recycling containers in areas that are commonly used by employees like copy machine and printer locations. This will make recycling convenient. Place signs at these locations so employees know what to place in each recycling bin.*
- *Have a kick off event for your recycling program. Give each employee a desk-side bin with a flier that shows what can be recycled and how to recycle. You may be able to have your recycling information printed on the desk-side bin by your supplier.*
- *Don't chastise; give praise for even small successes.*
- *Provide a feedback mechanism to improve the program and troubleshoot any problems.*
- *Include recycling information in your new-hire orientation process.*
- *Use your green team as cheerleaders for your program. They can be on hand to answer questions and encourage participation.*
- *Post bulletin board flyers that give specific instructions on what and how to recycle. Include charts that show recycling success.*
- *Include information about environmental benefits of recycling in your promotions.*
- *Walk through work areas to see who is recycling and who is not. Your green team can provide extra encouragement to the employees who are not participating.*
- *Finally, use all promotional avenues available to you. Using e-mail, your web site, posters, videos, contests, incentives, prizes, etc. will help your employees see recycling as a positive, even fun, part of their work day instead of a burden. For example: consider a "recycler of the month" gift certificate or preferred parking award.*



STEP 7

TRACK YOUR SUCCESS AND MAINTAIN THE MOMENTUM

Your recycler should provide monthly recycling weights with your invoice and/or payment. Use this data to monitor your program's success; give employees feedback. Recycling saves money in two ways:

- 1) Cost avoidance. For example: if ten tons of cardboard are recycled (instead of landfilled) and your hauler charges \$100 per ton tipping fee, then the avoided disposal cost is \$1,000.
- 2) Revenue generation. Money earned from the sale of recycled commodities.

Periodically evaluate what is working and what isn't. Make changes to improve and expand the program, including:

- 1) Expand the types of materials collected.
- 2) Initiate and expand waste prevention or reuse programs.
- 3) Start a "buy-recycled" program with help from the purchasing manager.
- 4) See what other sustainability initiatives your can achieve.

Once your program is in full swing, monitor your dumpsters. Make sure you are not paying to have half empty containers picked up. If so, contact your hauler to reduce the number of pick ups or the container size. This may require a change in your contract or a new contract.

Celebrate and promote successes both internally and externally. Your recycling proceeds can be used to fund a staff party or a charity of choice. Building managers, custodians, all departmental employees and customers should be reminded of the company's green efforts.

Use your program to build customer loyalty and team morale. Everyone wants to support a business doing the right thing.

Finally, write a green purchasing policy to encourage the purchase of recycled content paper, envelopes, note pads, business cards, etc. Look for the Forest Stewardship Council (FSC) logo.

ADDITIONAL RESOURCES

(See Appendix E for other ways to reduce waste)

Visit www.epa.gov/warm (website) to learn your organization's greenhouse gas emissions reductions from recycling and/or composting.

Contact the Business Recycling Specialist at the Cuyahoga County Solid Waste District, for more information or help setting up your recycling program: 216-443-3749.

Visit www.cuyahogaswd.org.

Other business recycling publications:
Pass It On: A Resource-Full Guide to Donating Usable Stuff
Cuyahoga County Recycling Directory for Business and Industry

Visit www.zerowasteneo.org (website). This network of businesses in Cleveland and Akron, Ohio is interested in the economic, environmental and social benefits of eliminating waste.

RECYCLING DROP-OFF LOCATIONS

Good for smaller businesses

Paper recycling drop-off locations: visit www.cuyahogaswd.org/residents/retriever.htm

City of Cleveland recycling drop-off locations accept paper, cardboard, cans, glass and plastic (#'s 1-7):

Visit www.city.cleveland.oh.us, click on the 'Cleveland Recycles' icon on the left side of the page.



APPENDIX B: HOW TO CONDUCT A WASTE SORT

A waste sort is a valuable tool to help you understand your business' waste stream so you can design or improve your waste reduction program. A waste sort involves the physical collection, sorting, and weighing of a representative sample of your organization's waste. This will enable you to identify and quantify the components of the waste stream. The results will tell you which areas need the most work, how to improve your sorting practices and how to formulate your education efforts for staff involvement.

There are two methods to measure the waste. One way is to assemble one day's worth of waste. Another method is to collect a representative sample of the waste from each department for measuring. However you choose to structure the waste sort, consider whether waste generation varies significantly enough from one day to the next to distort results.

Your team will also need to determine which waste categories to quantify. These can include cardboard, office paper, newspaper/magazines, plastic, glass, metal, pallets and organic material. The team should strive to separate and measure the waste sample as completely as possible. These measurements will be useful when determining which materials can be eliminated, reused or recycled.

SORT DESIGN & PREPARATION

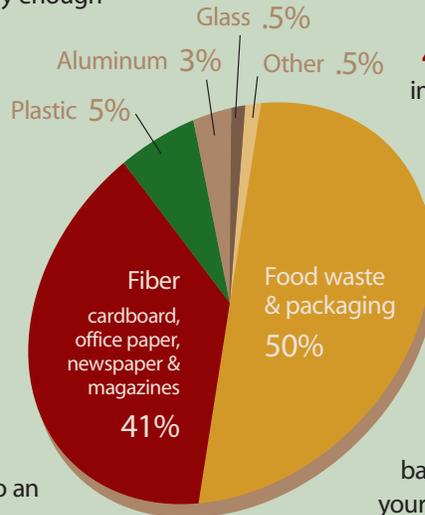
- Decide where the waste will be sampled. A 15' x 15' flat, climate-controlled area with access to an electric plug is recommended.
- Decide how much waste to sample (one day).
- Decide when the sampling will occur.
- Decide who will conduct the sort. Senior management, human resources and custodians should participate in addition to someone from each department.

ASSEMBLING YOUR SUPPLIES

- Waste work sheet (see page 12)
- Pens/pencils
- Tarps, dropcloths or plastic table cloths
- Gloves
- Eye protection
- Scale
- Camera
- Container for holding the material for weighing: Use 16-gallon to 50-gallon plastic containers, garbage cans, or large corrugated cardboard boxes.

SET UP & COLLECT THE WASTE

- 1) Gather the waste sample to be sorted, using either one day's worth of waste or a representative sample of waste from your organization.
- 2) Weigh the empty container that the sorted wastes will be placed into and record this weight on a label. Some scales allow you to incrementally set the scale, so it will not reflect the weight of the empty container.
- 3) Sort the waste into piles by major components: fiber (cardboard, office paper, newspaper/magazines), plastics, glass, cans/metal, food waste and packaging, compostable organics, etc.



TYPICAL BUSINESS WASTE COMPOSITION

- 4) If applicable, sort each major waste component into more specific component subcategories (e.g., glass into clear, green, and paper into office paper, newspaper/magazines and cardboard).
- 5) Place the sorted materials into labeled bags for weighing and recycling. For example, place office paper from the office paper pile into large garbage bags. Label these bags "office paper."
- 6) Weigh and record the weight of each labeled bag. Use the work sheet to record the findings of your waste sort by filling in the columns with the weight of each material.
- 7) Calculate the total weight of each material found in all of the receptacles, and then add those up to get the total weight of potential recyclables. For example, add up the total weight of all the newspapers/magazines you sorted.
- 8) Based on the total amount of waste sorted, calculate the percentage of each type of material found in all of the waste receptacles. For example, if you have 96.5 lbs. of newspaper/magazines and a total weight of 1,127 lbs., newspapers make up 8.56% of the total materials. Therefore, if you recycle this material, you can reduce your waste stream by 8.56%.
- 9) Take recyclables recovered from the waste sort home or to a recycling drop-off facility. Don't undo all of your hard work!

CONTINUED ON NEXT PAGE

APPENDIX B: HOW TO CONDUCT A WASTE SORT CONTINUED

ANALYZING THE WASTE SORT DATA

Once the waste sort work sheet is completed, you will know the weight and percentage of each type of material found in your waste stream. This information will tell you the amounts of recyclable materials in your waste stream, will help you negotiate a recycling contract and plan your recycling program. The sort will also help you identify other wastes you can reduce, reuse or donate.

Date _____



Sample Waste Sort Excel Sheet

WASTE SORT: COMPOSITION OF WASTE

Receptacle Number	Receptacle Location	Type of Receptacle	Compostable Food Waste & Packaging	Cardboard	Newspaper & Magazines	Other Paper	Plastic Bottles	Cans	Glass	Other	Total Weight of Receptacle
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

APPENDIX C: RECYCLING COMPANIES AND DONATION OPTIONS

OFFICE PAPER AND CARDBOARD

Abitibi Consolidated

www.paperretriever.com
(216) 961-3900

Caraustar Cleveland Recycling

www.caraustar.com
(216) 961-5060

City of Cleveland Commercial Recycling

(for City of Cleveland only)
cmoore2@city.cleveland.oh.us
www.city.cleveland.oh.us/
government/departments/
pubservice/waste
(216) 664-2156

Gateway Recycling

astarkey@gatewayrecycle.com
www.gatewayrecycle.com
(216) 341-8777

J & J Refuse

djohnson@jandjrefuse.com
www.jandjrefuse.com
(330) 963-5493

Northcoast Shredding Services

ncshredder@aol.com
www.northcoastrecycling.com
(440) 943-6968

Recycle Midwest

(216) 481-9490

Royal Oak Recycling

www.royaloakrecycling.com
(216) 325-1500

Shred-It

www.shredit.com
(440) 243-8500

Waste Management

www.wm.com
(800) 343-6047

CARPET

Interface Carpet

www.interfaceinc.com
(440) 746-1990

ServiceMaster

www.svmameristeam.com
Brook Park, Ohio 44142
(216) 271-7223

BEVERAGE CONTAINERS

Aluminum Cans for Burned Children (ACBC)

Cleveland, Ohio 44127
www.noff.org
(216) 883-6633

City of Cleveland Drop-Off Sites

(Located in the City of Cleveland, but anyone can use them.)
www.city.cleveland.oh.us and click on the "Cleveland Recycles" link to find a bin near you.
cmoore2@city.cleveland.oh.us
(216) 664-2156

Gateway Recycling

astarkey@gatewayrecycle.com
www.gatewayrecycle.com
(216) 341-8777

Recycle Midwest

Cleveland, Ohio
(216) 481-9490

Royal Oak Recycling

www.royaloakrecycling.com
(216) 325-1500

Strategic Materials (glass only)

Cleveland, Ohio 44113
www.strategicmaterials.com
(216) 241-4450

Waste Management

www.wm.com
(800) 343-6047

ELECTRONICS

(Computers, Televisions, Toner Cartridges, Cell Phones, PDAs, Batteries, etc.)

E-Scrap Solutions

Cleveland, Ohio 44103
www.escraprecycling.com
(216) 431-0796

Regency Technologies

Solon, Ohio 44139
www.itscrap.com
(440) 248-3991

RET3 Job Corp.

Cleveland, Ohio 44103
www.ret3.org
(216) 361-9991

OFFICE FURNITURE AND SUPPLIES

Applewood Centers, Inc.

Cleveland, Ohio 44115
www.applewoodcenters.org
(216) 696-5800

BeeDance.com

info@beedance.com
www.beedance.com

Big Brothers / Big Sisters of Northeast Ohio

Painesville, Ohio 44077
www.bbbsneo.org / (800) 222-2440

Brookside Center & Re-Sale Shop

Cleveland, Ohio 44109
www.wsem.org / (216) 749-4295

Buckeye Area Development Corp.

Cleveland, Ohio 44120
www.badoc.org / (216) 491-8450

Center for Families and Children

Cleveland, Ohio 44103
www.c4fc.org / (216) 432-7200

Cleveland Christian Home for Children

Cleveland, Ohio 44111
www.cchome.org / (216) 476-0333

Cleveland Furniture Bank

Cleveland, Ohio 44144
www.clevelandfurniturebank.org
(216) 459-2265

Habitat for Humanity ReStore

Cleveland, Ohio 44102
www.clevelandhabitat.org
(216) 429-3631

Kids In Need Resource Center

Cleveland, Ohio 44114
www.kidsinneed.net
(216) 361-0840

Vocational Guidance Services

Cleveland, Ohio 44103
www.vgsjob.org / (216) 881-6002

ZeroLandfill.net

info@zerolandfill.net
www.zerolandfill.net

MATTRESSES

Ohio Mattress Recovery

Lakewood, Ohio 44107
www.ohiomattressrecovery.com
(440) 856-3685 / (330) 461-0428

COMPOSTERS

Quasar Energy Group

Cleveland, Ohio 44141
www.quasarenergygroup.com
(216) 968-9999 ext 123

Rosby Resource Recovery*

54 East Schaaf Road
Brooklyn Heights, Ohio 44131
www.rosbycompanies.com
irosby@rosbycompanies.com
(216) 739-2220

Sagamore Soils

Hudson, Ohio 44236
www.sagamoresoils.com
(330) 656-5720

Sansai Environmental

Cleveland, Ohio 44110
jamiemelvin@earthlink.net
(216) 531-5374

Waste Management

Solon, Ohio 44139
TFarnswo@wm.com
(330) 204-4244

CONSTRUCTION AND DEMOLITION DEBRIS

A Piece of Cleveland (APOC)

Cleveland, Ohio 44114
www.apieceofcleveland.com
(216) 502-2095

Kurtz Brothers, Inc.

Independence, Ohio 44131
www.kurtz-bros.com
(216) 896-7000

Also contact Rosby Resource Recovery*, listed under COMPOSTERS.

FLUORESCENT BULBS

Fluorescent Recycling, Inc.

Cleveland, Ohio 44105
(216) 341-1500

Mayer Associates

Bainbridge, Ohio 44023
www.mayerassociates.com
(440) 708-9874

APPENDIX D: RECYCLING CONTAINER SUPPLIERS

Alco-Chem, Inc.

Akron, Ohio
(330) 253-3535

Busch Systems

Toronto, Canada
www.buschsystems.com
(800) 565-9931

Fibrex Products

Suffolk, Virginia
www.fibrexgroup.com
(800) 346-4458

Rehrig Pacific Company

Los Angeles, California
www.rehrigpacific.com
(440) 897-3593

Rubbermaid

Bensenville, Illinois
www.rubbermaidproducts.com
(800) 732-9336

Sovereign Industries

Euclid, Ohio
www.sovereignind.com
(216) 731-8000

Trifecta Business Products

Independence, Ohio
(216) 524-8000

Weisenbach Specialty Printing

Columbus, Ohio
www.Weisenbach.com
(614) 251-8585



Also, google "recycling containers."

APPENDIX E: TIPS FOR REDUCING WASTE AT WORK AND AT HOME

REDESIGN, REDUCE, REUSE, RECYCLE

Once you're recycling, continue to reduce your environmental impact in other ways.

REDUCE

- Buy in bulk or loose items.
- Take only what you need for single-use items such as ketchup packets and napkins.
- Choose materials with little and recyclable packaging, and use two-way packing or shipping containers.
- Recycle recyclable material & compost food and organic scraps.
- Borrow, rent or share seldom-used items.
- Maintain and repair products you own.
- Replace disposable cups and dinnerware with reusable ones.
- Make double-sided copies.
- Don't print 'fax ok' sheets.
- Use reusable toner or copier cartridges.

- Support Northeast Ohio's economy and close the recycling loop by purchasing locally produced recycled products and materials. These products often cost less; for example, making paper from recycled materials takes 40% less energy than making it from raw materials. Steel made of scrap takes 86% less energy and aluminum from scrap takes 95% less.

REUSE

- Reuse containers, bags, bottles and boxes.
- Buy reusable products and containers. Buy reusable grocery bags, lunch boxes, cups and water bottles (with your company's logo printed on them if you like) for all employees. This will help eliminate styrofoam and plastic bags.
- Use cloth napkins and sponges.
- Install rechargeable computer printer cartridges.
- Replace disposable utensils with reusable, washable utensils.
- Start food waste composting with coffee grounds. Expand to vegetable scraps. See Cuyahoga County's backyard composting guide at www.cuyahogawd.org/publications.htm.
- Consider a waste exchange. One business' waste may be another's raw material. Contact Ohio's Material Exchange at www.aor-omex.org and Mike Dungan at www.beedance.com and www.zerolandfill.net for more information.

ADDITIONAL PUBLICATIONS

These free Solid Waste District publications can be ordered by calling 216-443-3749 or visiting www.cuyahogaswd.org.

GENERAL

Composting Guide: Reduce Organic Waste and Green Your Yard
Guide to Community Recycling Programs

Handle With Care: How to Properly Dispose of Hazardous Household Products
Latex Paint Disposal

Pass-It-On: A Resource-Full Guide to Donating Usable Stuff

Reduce Junk Mail: How to Stop Unwanted Mail

Residential Recycling Report

Summary of the Solid Waste Plan for Cuyahoga County

EDUCATORS & STUDENTS

Don't Throw That Out!

Green Teen Survival Guide

Posters: Landfill & Recycle for the World

Reduce, Reuse, Recycle Scout Patch Guide

Start Students Recycling

Teaching the Loop

Teaching Trash Teacher Guide

Tracking Trash

Trash Talk (quarterly student newsletter)



Please pass this brochure along to someone who could benefit from it.

CUYAHOGA COUNTY SOLID WASTE DISTRICT
4750 East 131st Street, Garfield Heights, Ohio 44105
www.cuyahogaswd.org