

HOW TO IMPLEMENT A COMMERCIAL ORGANICS RECYCLING PROGRAM

Environmental Services and Sustainability Division

INDOOR BIN GUIDE & WORKSHEET

SETTING UP RECYCLING STATIONS IN THREE EASY STEPS

State Law requires businesses to divert recyclable materials and organic materials from the garbage. This hands-on guide will walk you through the steps to set-up recycling stations at your business.



STEP 1: ASSESS YOUR NEEDS

Review your work flow to determine where waste is generated. For each area, note the number of bins you have, or need, in the table below. You'll want a set of three bins at each station—recycling, organics, and garbage. You'll also want a sign and at least two stickers for each bin. When finished, total up the number of bins, signs, and stickers needed.

Location <small>(e.g. kitchen areas, break rooms, coffee stations, etc.)</small>	Recycling Bins		Organic Bins		Garbage Bins	
	Have	Need	Have	Need	Have	Need
Example: Kitchen prep area	0	1	0	1	1	0
Total Bins						
Total Signs Needed <small>(one per bin)</small> <small>Add up "have" and "need" counts</small>						
Total Stickers Needed <small>(two per bin)</small> <small>Multiply sticker counts by 2</small>						

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STEP 2: GATHER YOUR MATERIALS

The City of West Sacramento offers a variety of free resources to help businesses recycle right and comply with State recycling mandates.



INDOOR BINS (three per station)

Review the bins you noted as “needed” in step 1 and determine how many you require for each recycling station. The City offers a small number of recycling and organics collection bins to businesses at no additional cost. Please note that the City does not offer indoor garbage bins.



CHOOSING THE RIGHT BIN LINERS

Recycling bins can be lined or un-lined, however the materials must be unbagged when transferred to your recycling dumpster or cart.

Organics bins can be lined with compostable bin liners only. These bags may be placed in your organics recycling dumpster, and will break down during the composting process. You may use paper bags, or compostable bags rated ASTM D6400 only. No plastic bags in the organics dumpster or cart.



WALL SIGNS (three per station)

For recycling stations in front of a wall, be sure to post signs at eye level above each bin. The City offers waste sorting signs for trash, recycling and organics at no additional cost.



STICKERS (two per bin)

Make sure all bins are clearly labeled, and place stickers on at least two sides in case they get turned around. The City offers stickers for the top and sides of collection bins at no additional cost.

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STEP 3: SET UP YOUR RECYCLING STATIONS

Using your notes from step 1, place bins together to create recycling stations at each of the disposal locations you have identified. See the tips below for more guidance.



STATION BASICS

Group color-coded bins and label them with stickers on two sides in case they get turned around. Use signs at eye level to show what goes in each bin.



HIGHER-END OPTIONS

Recycling stations for your customers can be simple like the one shown at left, or integrate design elements like the one above.



SAME SPACE, MORE BINS

Three-bin stations don't have to occupy more space than your previous one- or two-bin stations. Above, both setups have roughly the same footprint.



SMALL SPACES

To fit your recycling stations into small spaces, choose hanging side caddies, perfect for office spaces, or slim bins for narrow break rooms.

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STAFF TRAINING

Now you are ready to launch your new (or improved) recycling program! Having your staff and custodians on board with your new setup and process is key to your success. City staff is available for in-person trainings, or to provide additional guidance if needed. The following section can be used to help keep track of your progress and any scheduled outside or in-house trainings.

Training Details:

Date: _____

Time: _____

Location: _____

Kick-Off Activities

- In-person training or event
- Details emailed out
- Printed information posted and/or placed in staff inboxes
- Other: _____
- Other: _____

Additional Notes

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