

Creating a Recycling & Waste Reduction Plan



Richmond's Business Recycling Resources Program provides support to help businesses increase recycling and manage their waste.

A Recycling & Waste Reduction Plan is a strategy your business develops and implements to increase recycling, reduce waste going to the landfill and develop programs to ensure employees are informed about measures to support more sustainable waste management practices.

The planning process starts with a waste audit to understand current waste diversion and composition, followed by steps to identify recycling requirements, options to reduce waste, hauling contract considerations and staff training needs.

WASTE ASSESSMENT AND PLANNING PROCESS

1 Complete waste audit

2 Assess business waste

3 Create a Recycling &
Waste Reduction Plan

Current
step

Free customized coaching, support and resources available at any step

The Business Recycling Resources team is available to help, including site visits, assistance with waste audits, support for developing a Recycling & Waste Reduction Plan, and a variety of online information and resources.



Why should my business create a Recycling & Waste Reduction Plan?

There is growing recognition in the consumer market and government regulators that sustainable waste management is an essential part of responsible business operations.

Each business will have specific recycling and garbage management requirements, depending on the waste generated.

Recycling & Waste Reduction Plan Benefits

- Identify options to increase recycling and reduce waste to divert waste from the landfill.
- Ensure that waste hauling contracts reflect required services.
- Leverage opportunities for potential cost savings.
- Develop programs to educate and train staff.

The guide on the following pages applies a step-by-step approach to help develop a plan that can be used by managers and employees.






Resources and a directory of links in this document:
richmond.ca/BusinessRecycling



RECYCLE

Recycling & Waste Reduction Plan Development Guide

Recycling services are required to keep banned and recyclable materials out of the landfill. The items below are examples of waste that should be recycled, along with what to consider when developing a Recycling & Waste Reduction Plan, and resources to guide decisions and action plans.

STEP	ACTION*	REASON	RESOURCES
Recycle food waste. 	Your business must have a program in place and/or a waste hauler contracted to recycle food waste.	<p>Metro Vancouver Disposal Ban Program prohibits the disposal of food waste in the garbage as it is banned from the landfill.</p> <p>Recycling food waste takes waste out of the landfills, reduces methane contributions and creates compost and bioenergy.</p>	<ul style="list-style-type: none"> Toolkit guides: <ul style="list-style-type: none"> <i>Bylaws, Bans & Your Business</i> <i>Contracting a Waste Hauler</i> Request a list of garbage and recycling haulers Business Recycling Resources team.
Recycle cardboard / paper. 	Your business must have a program in place and/or a waste hauler contracted to recycle corrugated cardboard and recyclable paper.	Metro Vancouver Disposal Ban Program prohibits the disposal of corrugated cardboard and recyclable paper in the garbage.	<ul style="list-style-type: none"> Toolkit guides: <ul style="list-style-type: none"> <i>Bylaws, Bans & Your Business</i> <i>Contracting a Waste Hauler</i> Request a list of garbage and recycling haulers Business Recycling Resources team.
Make a recycling plan for other recyclable materials. 	Create a program for other recyclable materials (e.g. Styrofoam, metal/plastic containers, beverage containers).	Metro Vancouver Disposal Ban Program prohibits the disposal of plastic/metal containers, Styrofoam and beverage containers in the garbage.	<ul style="list-style-type: none"> Toolkit guide: <i>Bylaws, Bans & Your Business</i> Learn about the items accepted at the Richmond Recycling Depot. Use the Richmond Recycling app to find the solutions to common recycling questions. Work with the Business Recycling Resources team to conduct a waste composition study using the Waste Composition Calculator to better understand the waste your business generates.

* If applicable.



CHECKLIST: RECYCLE





YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Do you have a program in place to recycle food waste?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Do you have a program in place to recycle paper?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have a program to recycle any additional materials? Example: metal/plastic containers, glass, Styrofoam or other items.



EDUCATE & TRAIN

Recycling & Waste Reduction Plan Development Guide

By keeping staff trained and having your recycling set-up easy to use, your business can make sure recyclables are recycled correctly.

STEP	ACTION*	REASON	RESOURCES
<p>Label garbage and recycling stations.</p> 	<p>Ensure that all garbage and recycling waste stations and/or bins in your business are clearly labeled.</p> <p> TIP Signs with photos or graphics can help make sorting easier.</p>	<p>Proper labels assist staff and customers in sorting recycling correctly.</p> <p>Sorting recycling correctly is important. If materials are in the wrong bins, or if non-accepted items are found (e.g., plastic bags in with food waste), the load is considered contaminated and may not be accepted by recycling processors.</p>	<ul style="list-style-type: none"> Request a site assessment from the Business Recycling Resources team to help your waste management strategy. Attend or request a Let's Recycle Correctly workshop for your business. Speak to your contracted Waste Hauler about available signs or materials for labeling your waste stations.
<p>Educate new staff on how to recycle correctly (including separating and reducing contamination).</p> 	<p>Incorporate proper garbage and recycling training into onboarding new staff.</p>	<p>As new staff learn the processes of your business, ensure proper recycling habits are created from the beginning.</p> <p>Waste haulers may be charged fines and other penalties at the landfill if banned items are found in loads, and these costs can be billed to the businesses.</p>	<ul style="list-style-type: none"> Attend or request a Let's Recycle Correctly workshop for your business. Request a site visit from the Business Recycling Resources team to help assess your waste management strategy.
<p>Train current staff regularly to recycle correctly.</p> 	<p>Give yearly training sessions to current staff to reinforce how to recycle correctly.</p>	<p>Minimize contamination or improper disposal by reminding staff to sort materials correctly and keeping them updated on new systems or strategies for waste reduction.</p>	<ul style="list-style-type: none"> Request a Let's Recycle Correctly Workshop for your business. Toolkit guide: <i>Bylaws, Bans & Your Business</i> Schedule a one-on-one coaching session with the Business Recycling Resources team to review your training materials.

* If applicable.



CHECKLIST: EDUCATE & TRAIN





YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you train new staff on how to recycle correctly (including separating and reducing contamination)?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you give yearly training to remind staff on how to recycle correctly?
<input type="checkbox"/>	<input type="checkbox"/>	3. Are all garbage and recycling waste stations properly labeled?



PREVENT & RETHINK WASTE

Recycling & Waste Reduction Plan Development Guide

Generating less waste helps keep waste out of the landfill and decreases our reliance on new materials.

STEP	ACTION*	REASON	RESOURCES
Understand the waste your business generates. 	Complete a waste composition study.	A waste composition study helps your business understand the different materials found in your waste stream – an important step in identifying opportunities to increase recycling and decrease waste.	<ul style="list-style-type: none"> Work with the Business Recycling Resources team to conduct a waste composition study using the Waste Composition Calculator.
Calculate your waste diversion rate. 	Contact your waste hauler for waste diversion data and use this to calculate your waste diversion rate.	The Waste Diversion Calculator helps your business estimate the total annual amount of waste your business generates and how much is diverted from the landfill through recycling or other waste diversion measures, such as reuse options. This helps to identify opportunities to increase recycling.	<ul style="list-style-type: none"> Work with the Business Recycling Resources team to calculate your waste diversion rate using the Waste Diversion Calculator. Request a site visit from the Business Recycling Resources team to help assess your waste management strategy.
Reduce reliance on single-use items. 	Explore programs and services specific to your type of business (e.g. reuse or sharing programs).	Single-use items result in huge amounts of unnecessary waste, creating negative environmental and economic impacts.	<ul style="list-style-type: none"> Toolkit guide: <i>Reuse, Refill & Rethink Your Waste</i>. Browse Single-Use Plastic Resources at richmond.ca/SingleUse. Check out the Helpful Links & Resources. Contact the Business Recycling Resources Program to explore options and resources available to your business.
Rethink your waste. 	Beyond recycling look for opportunities to repair, refill, repurpose and reuse.	Change your habits avoid unnecessary waste, find ways to reduce reliance on raw materials and help support a circular economy.	<ul style="list-style-type: none"> Toolkit: <i>Reuse, Refill & Rethink Your Waste</i>. Contact the Business Recycling Resources team to explore options and resources available to your business.

* If applicable.



CHECKLIST: PREVENT & RETHINK WASTE

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you understand the waste your business generates?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you know your waste diversion rate? What is it:
<input type="checkbox"/>	<input type="checkbox"/>	3. Are you actively working to reduce your reliance on single-use items?
<input type="checkbox"/>	<input type="checkbox"/>	4. Does your business look for opportunities to repair, refill, repurpose and reuse?