

Recycling In Your Workplace

Want to start an office recycling program?

Here are some Simple Steps to help you begin:



If your office is in a multi-tenant, commercially managed space:

- Determine what materials you throw away the most and what materials are easily recyclable in Kansas City (refer to the back cover).
- Contact your property manager to make sure there is not already a recycling program in place.
- If there isn't, request recycling as a service to all tenants. (Remind them that recycling can reduce a building's waste disposal costs, and therefore reduce operating expenses.)
- Bridging The Gap has a useful manual available to businesses that want to start recycling programs. Bridging The Gap (a 501(c)(3) organization) is also available for consultation for a small fee.
- If your Property Manager cannot or will not provide recycling, you can still follow the steps below to start recycling in your own company or perhaps on your entire floor.

If your company needs to make its own arrangements for recycling:

- With a few other interested staff members, form a team and decide what materials you want to recycle. White office paper, mixed office paper, aluminum cans, corrugated cardboard, laser and toner cartridges, phone books, and sometimes newspaper are the most common recyclable materials generated by offices.
- Contract with a recycling company to collect your recyclables. (See Recycling Services Information, inside.) You may want to interview several of them and get price estimates—each company operates differently and may provide different levels of service depending on cost.
- If you cannot find an affordable recycling service, you can gather a group of interested staff members who are willing to share responsibility for taking your office's recyclables to a drop-off recycling center. To find a recycling center near you, call the Community Recycling Center information line at 816-561-1090.
- You can also contract with a charity to col-

lect your recyclables and donate the proceeds to their organization.

Once recycling arrangements have been made:

- Coordinate collection of recyclable materials with the recycling service provider, janitorial crew, and/or staff.
- Order or arrange for necessary supplies, which include:
 - a. fact sheets describing the new recycling program for every employee and janitorial staff
 - b. desk-side containers for collection of paper by employees
 - c. intermediate collection containers
 - d. container signs displaying the recycling logo (it is helpful to use a "chasing arrows" recycling symbol for all recycling containers)
- Plan a fun kick-off event.
 - a. Management should send out a memo to all employees endorsing the program and encouraging participation.
 - b. Fun events, giveaways and refreshments could be provided.
 - c. Distribute fact sheets, signs and containers.
 - d. Schedule orientation sessions for each department.
- Let others know about your efforts.
 - a. Write newsletter articles for company employees and for building and industry newsletters. Acknowledge people for changing their habits and keep people informed of the results of their recycling efforts. Seek staff's suggestions for improvements.
 - b. Send out press releases to the local media and include Bridging The Gap's *Environmental Excellence* newsletter. You may also want to include this information in customer or client mailings.
 - c. Include your recycling efforts in company promotional pieces.

cont'd.

Visit a Community Recycling Center Near You
Managed by Bridging The Gap

LOCATIONS :

UMKC Community Recycling Center
One block east of 48th and Troost
Open Wed. - Fri. 11:00 AM to 5:30 PM,
and Saturdays 8:00 AM to 4:00 PM

Metro North Community Recycling Center
Open Wed. - Fri. 11:00 AM to 5:30 PM,
and Saturdays 8:00 AM to 4:00 PM

Bannister Community Recycling Center
Open Wed. - Fri. 11:00 AM to 5:30 PM,
and Saturdays 8:00 AM to 4:00 PM

KCMO Environmental Campus
4707 Deramus
Tuesday through Sunday, 8:00 AM - 4:00 PM

Near Lake Lotawana
2nd full weekend of the month
Mason Elementary School on Colbern Rd.,
1/2 mi. east of 7 Highway
Sat. and Sun., 8:00 AM - 4:00 PM

Grain Valley
On the north side of Sni-A-Bar
Elementary School
Every Saturday, 8:00 AM - 4:00 PM

MATERIALS ACCEPTED :

glass, plastic, cans, aluminum foil products, household batteries, toner & ink jet cartridges, cell phones & pagers, newspaper, magazines, mixed office paper, paperboard, corrugated cardboard, phone books, clothing donations, small (usable) household items, styrofoam packing peanuts.

Hazardous Waste Collection Facilities:

City of Kansas City, Missouri, 4700 Deramus, 816-241-2288
Lee's Summit, Missouri, 2101 SE Hamblin Rd, 816-969-7516
City of Kansas City, Kansas, 2443 S. 88 St., 913-573-5414
Johnson County, Kansas, 5801 Foxridge, 913-492-0402
City of Olathe, Kansas, 127th St. & Hedge Lane, 913-764-6477

Call for an appointment.

To volunteer or for more recycling information, call 816-561-1090.



To join *Choose Environmental Excellence*, call 816-561-1087 or visit our web site at www.enviro-excellence.org. We'll send you a list of *Simple Steps* you can take to improve the environment and a free *Choose Environmental Excellence* magnet.

Choose Environmental Excellence is a program of Bridging The Gap, Inc. This publication was prepared with the support of funds from the Missouri State Solid Waste Fund through the Mid-America Regional Council (MARC) Solid Waste Management District, Kansas City, Missouri, EIERA and the Missouri Market Development Fund. However, any opinions, findings, conclusions or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the funders.

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How Can I Recycle



In My Workplace?



CEE FAQ*

Choose Environmental Excellence

*Frequently Asked Questions

continued from back page

Bridging The Gap's Choose Environmental Excellence Campaign has a variety of detailed waste reduction manuals that are available to businesses. These manuals include employee surveys, sample kick-off manuals, and detailed, step-by-step instructions for a business waste reduction program.

To receive one of these waste reduction manuals, simply complete this form and send \$3.00 check or money order per manual to: *Choose Environmental Excellence Manuals, P.O. Box 10220, Kansas City, MO 64171.*

Receive and read the monthly *Environmental Excellence* newsletter for updated information on other environmental events your company can participate in.

Yes! Please send the following manuals to the address listed below:

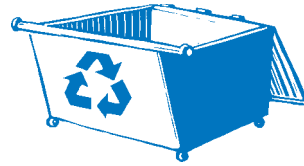
- A Guide to Waste Reduction and Recycling for Organizations and Businesses*
 - Supplemental Information for Accounting Firms
 - Supplemental Information for Advertising Agencies
 - Supplemental Information for Law Firms
 - Supplemental Information for Broadcast Media
 - Supplemental Information for Non-profit Organizations
- A Guide to Waste Reduction and Recycling for Commercial Property Management Companies*
- A Guide to Waste Reduction and Recycling for Grocery Stores*
- Recycle Missouri, Inc. Solid Waste Reduction and Recycling: A Manual for Missouri Communities and Businesses*
- Green Event Planning Guide*
- Please contact me about BTG's professional waste reduction consulting services

Name _____

Address _____

City/State/Zip _____

Phone _____



The following list of recycling services available in the Kansas City metropolitan area is not intended to be comprehensive. Services available, minimum requirements for collection, fees for services, and revenues paid for materials vary depending upon site-specific circumstances. Please note that no endorsement by *Choose Environmental Excellence* or Bridging The Gap of the services or companies listed below is intended.



AC Compactor

5908 North Jackson Drive
Kansas City, Missouri 64119
Contact: Angelo Cambiano, 816-453-6722

- Provides compactors and glass crushers for rental

Alley Cat Recycling

6701 Booth
P.O. Box 9473
Kansas City, Missouri 64133
Contact: Steve Hawk, 816-353-9898

Batliner Paper Stock Company

2501 Front Street
Kansas City, Missouri 64120
Contact: Kerstin Yates, 816-483-3343

- Accept all grades of paper products, aluminum cans
- Containers are available
- On and off site destruction

BFI Waste Systems

3150 N. 7th Street
Kansas City, Kansas 66115
Contact: Heather Hilderbrand or Mike Darling, 913-281-4343

- Accept cardboard, office waste paper
- Containers are available
- For commercial accounts, use "RCS" (Recycling Credit Service) in which all accounts are charged a base amount for recycling collection service and a "credit" is charged back against the cost from the amount received for processing the recyclables
- They have no capability for picking up baled materials—no flatbed trucks.
- They use single collection method, no real sorting capability.

C&H Recycling

P.O. Box 643
Blue Springs, Missouri 64013
Contact: Carol Handley, 224-2060

- Picks up mixed office paper, white office paper, computer paper, corrugated cardboard, pallets, aluminum cans and provides confidential record destruction
- Works throughout the metropolitan area
- Uses polycarts for inside collection of materials

Central Fiber Corp.

4814 Fiber Lane
Wellesville, Kansas 66092
Contact: Jim Herlein, 800-654-6117

- Accepts newspaper only for the purpose of making non-toxic insulation and other non-hazardous materials
- Will supply only full size trailers, 42 to 48 feet long, 8 feet wide, for single collection events

Deffenbaugh Recycling

P.O. Box 3220
Shawnee, Kansas 66203
Contact: Mike Claggett, 913-631-3300.

- Accepts all grades of paper products, aluminum & bi-metal cans, #1 & #2 plastic bottles, food & beverage glass containers
- Containers, balers are available
- Document destruction available

Donohue Recycling

P.O. Box 3246
Kansas City, Kansas 66103
Contact: Delores Watson, 913-722-9022.

- Accepts paper from non-profits, churches and schools.

Laidlaw Waste Systems, Inc.

8300 Indiana Ave.
Kansas City, Missouri 64130
Larry Giroux, 816-523-6266

- Accept cardboard 8-yard minimum
- Appliances, scrap metal and aluminum
- Dock and outside bin collection
- No shredding service
- Glass bottles any color

Republic Fiber

135 Delaware
Kansas City, Missouri 64105
Contact: Leslie Brown, 816-842-6963

- Accept all grades of paper products and aluminum cans (for certain customers)
- Containers, balers, and shredders are available but not directly
- Shredding services are available

Smurfit Stone Container

510 Division Street
Kansas City, Kansas 66103
Contact: Jim Samuelson, 816-236-8000

- Accept all grades of paper products, aluminum cans, baled stretch wrap, #1 & #2 plastic bottles (only in large loads), food & beverage glass containers
- Containers, balers are available

Waste Management

P.O. Box 320
Independence, Missouri 64051
Contact: Kevin O'Brien, 816-254-1470 or 816-254-8350

Bridging The Gap (BTG), a locally based not-for-profit organization, unites the business community, local government, and citizens in a common search for solutions to environmental problems. Since 1991, BTG has been intimately involved in community-based environmental action in greater Kansas City, including waste prevention, environmental education, residential recycling, and business recycling efforts.

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