



Allen County Solid Waste Management District  
One Main St. Room B-86, Fort Wayne, IN 46802  
Tel: (260) 449-7878 Fax: (260) 449-7716 [www.acwastewatcher.org](http://www.acwastewatcher.org)

## **Waste Assessment Recommendations**

### **Paper:**

- Put recycling containers in a convenient place
- Put a recycling container at each printer and copier location
- Educate and communicate clearly with cleaning staff about recycling program
- Signs and posters provided by the District can help educate employees about which mixed papers are acceptable for recycling
- Encourage double sided coping whenever possible. Post double-sided copying instructions above printers and copiers for easy and quick reference.
- Eliminate envelopes and check stubs for those employees that have direct deposit. Send payroll information electronically. Encourage more employees to change over to direct deposit.
- Office paper, with at least 35% recycled content, may be purchased and used as frequently as possible. By purchasing recycled paper it ensures that your company “closes the loop” on their recycling efforts and helps minimize their impact on the environment
- Consider reducing the number of phone books accepted for office use. Instead, create an easy link to an on-line directory on your homepage.
- Consider using a paper shredding service that recycles.
- Put a large centralized recycling container on each floor so that employees can empty their desk side recycle bin anytime throughout the day if needed.
- Refer to the Allen County Waste Watcher for collection services. Or view it online at [www.acwastewatcher.org](http://www.acwastewatcher.org)

### **Plastics:**

- Instead of plastic utensils consider purchasing biodegradable corn starch based utensils.
- Place recycling containers for plastic bottles near vending machines and at a centralized location on each floor of the building.
- If your building has its own cafeteria, purchase bulk condiments in plastic containers labeled #1 or #2. These must have minimal food residue in the container, but can reduce your waste stream greatly when recycled.

- One or a few plastic recycling containers can be placed in the kitchen or throughout the dining area and then dumped into one large bin for plastics only.
- Plastics #1 & #2 can be taken to Serv-All recycling facility at 4400 New Haven Avenue.
- Currently, there are no collection services available for plastic beverage bottles. Bottles can be transported to a recycling facility, located at 4400 New Haven Ave.
- Be sure to remove and throw away the caps on all plastic bottles, because they are a different type of plastic.

### **Cardboard:**

- Educate staff that, unless the cardboard is 90% mush, they can recycle the cardboard. No plastic should be attached to the cardboard. Fiberboard can also be recycled.
- Create a centralized location in the building or outside the building that is covered where cardboard can be collected. You can then drop the cardboard off at the Serv-All recycling facility at 4400 New Haven Avenue.

### **Electronic Equipment:**

- The Allen County Solid Waste Management District operates a year-round electronics recycling program for residents, businesses and non-profit agencies. For a small fee, most e-waste can be recycled through this program including circuit boards, computers, fax machines, printers and copiers etc. For more information contact the Business Technical Coordinator, at 449-7878 or [info@acwastewatcher.org](mailto:info@acwastewatcher.org)
- Several companies now offer a "Take Back Computer Program." This allows consumers the opportunity to recycle old computers by sending them back to the company from which they were purchased. Please visit the following web site for more information:  
[http://www.computertakeback.com/docUploads/using\\_takeback\\_programs\\_v10.pdf](http://www.computertakeback.com/docUploads/using_takeback_programs_v10.pdf)

### **Batteries:**

- The Allen County Solid Waste Management District partners with Batteries Plus to offer battery recycling to residents of Allen County. They will also take batteries from businesses that purchase batteries from their store. Please visit our website for more information:  
<http://www.acwastewatcher.org/recycle/index.html?ID=recycle1128010167>

- Rechargeable batteries can also be recycled through the **Rechargeable Battery Recycling Corporation**. Call 1-800-822-8831 for more information. Their website is [www.rbcc.com](http://www.rbcc.com)
- Consider investing in rechargeable batteries. While the up front costs will be slightly higher in purchasing rechargeable batteries (i.e. you must purchase both the batteries and a charger), significant amounts of time and money will be saved by not having to replace and recycle the batteries as often. Rechargeable 9V, AA and AAA batteries are available.

### **Fluorescent Light Bulbs:**

- Inquire your light bulb supplier to see if they will take the bulbs back when they are burnt out.
- The District has a fluorescent bulb recycling program for businesses and non-profit organizations. To find out costs and how to participate, please contact the Household Hazardous Waste Coordinator, at 449-7335.

### **Aluminum Cans:**

- A small bin could be placed in the area around the vending machines to collect the empty beverage cans. Once collected, the cans can be taken to a recycling drop-off trailer as mentioned above.
- Another option would be to contact Habitat for Humanity at 420-9919. They have a program that collects aluminum cans on site for charity purposes. They will provide a bin and pick up service free of charge.
- Aluminum cans are currently selling for about 80 cents per pound. You can take these to any metal recycling place that buys aluminum cans. Refer to the Allen County Waste Watcher for a list or visit [www.acwastewatcher.org](http://www.acwastewatcher.org)

### **Ink and Toner Cartridges:**

- Inquire your ink and toner cartridge supplier, to see if they will take the cartridges back once they are empty.
- Reference the District's online database or our annual Waste Watcher for a list of businesses in and around the county that will take empty ink and toner cartridges.

### **General Recommendations:**

- Recycled content office paper should be purchased and used as frequently as possible.

- Consider replacing the paper towel dispensers in the restrooms with hand dryers. This simple change can significantly decrease the amount of material the facility disposes.
- For company events request green catering options.
- Ask maintenance and cleaning staff to closely monitor how full the dumpster is before it is being picked up. If the dumpster is not full on a regular basis when it is picked up, your business should consider the idea of reducing the size of the dumpster, or limiting the current dumpster pick-up. Either scenario will save a significant amount of money.
- All employees and members should be informed of any additions to the current recycling program. It may also be beneficial to re-educate everyone on the program as a whole, including where collection bins can be found, what items are recycled in the facility and who they can go to with questions or comments. It is especially important to keep the maintenance and cleaning staff informed to any additions or deletions that may be made to the existing recycling program, as they are active participants.
- If you have an HR department, then human resources could write a Reduce, Reuse, Recycle policy and have each employee sign to acknowledge policy. To provide a helpful reminder, drink containers made of recycled material, could be given to employee after they have signed the Reduce, Reuse, Recycle policy.
- Consider switching to “green” cleaning products. These products are heavily on the market now. Hand soap, bathroom & all-purpose cleaners are available through most janitorial suppliers. Request that you’re cleaning service use them at your facility.
- Utilizing reusable dishes, coffee cups, utensils, etc. as often as possible during business hours. If disposable materials must be utilized, consider using paper plates and cups, rather than plastic or Styrofoam, as paper products decompose faster.
- Your business could research the possibility of replacing light bulbs and flood lights with compact fluorescent and/or LED light bulbs. Most compact fluorescent light bulbs use 66% less energy and last up to ten times longer than incandescent bulbs.

### **Benefits of Tracking Results:**

- Reduce waste management costs.
- Identify opportunities for improving waste management systems & strategies.
- Measure effectiveness of sustainable business practices
- Have sufficient data to be nominated for the District’s awards luncheon.

## **Be Recognized for your Efforts!**

Each year, the Allen County Solid Waste Management District holds the Excellence in Recycling Awards for Allen County businesses and organizations. We encourage you to keep records of the amount of materials your facility recycles, and nominate your organization for an award. Additional information and nomination forms can be found on our website at

[www.acwastewatcher.org](http://www.acwastewatcher.org)

Thank you for the opportunity to assist with your waste reduction efforts. If you have any questions or need further assistance, please contact our office at 449-7878.

