How to Set Up Your Recycling Program

Recycling Is The Law!

The municipalities listed on the cover require businesses and institutions to set up recycling programs. This includes community events such as fairs and organized sports events.

Businesses and institutions must:

1. Recycle the following items:
   - aluminum cans
   - corrugated cardboard
   - high grade office paper
   - leaf waste
   - **other materials** as designated by the municipality
2. Call the municipality for reporting requirements. Several haulers report for their customers.

Make A Commitment To Recycle

Get everyone involved, from top-level management to "rank and file" employees. The more people get the idea, the more likely the program will succeed. Endorsement from the highest level of management will motivate all employees to participate.

Appoint A Recycling Coordinator

The coordinator handles inquiries and complaints, acts as a liaison between management, maintenance personnel and the recycling service provider and monitors the progress of the program.

Conduct A Waste Audit

Assess the source, amount, and type of waste generated in your organization to determine what materials can or cannot be recycled, reduced or reused. Involve custodial staff because they are more familiar with waste produced and will need to change the way trash is managed.

Set Up A Collection System

Contact your current hauler or call the Chester County Solid Waste Authority at **610-273-3771 ext. 228** to obtain a list of haulers. Calculate the number of recycling containers needed, their style, size, location and labels.

Set Up An Educational Program

Provide clear instructions to everyone who will be involved with the recycling program describing:

- how to prepare materials
- where to place materials
- when collection occurs

Spread the word through the company newsletter, presentations explaining the new program, or a "kick-off" party. Routinely issue announcements stressing the benefits of recycling and the importance of each person's participation and responsibility in the program.

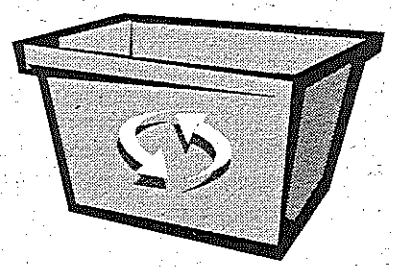
Reevaluate Your Trash Pick-Up Service

You may be able to reduce the number of pickups or even the container size and reduce the cost of waste disposal.

Buy Recycled Products

Insist on buying as many recycled products as possible to stimulate more recycling efforts. Recycling creates new products from old materials. Buying recycled products closes the recycling loop!! Most office supply stores in Chester County sell recycled products.

PLEASE RECYCLE!



For more information,
Call the Chester County
Solid Waste Authority

610-273-3771 ext. 228

www.chestercountyswa.org

CHESTER COUNTY RECYCLES

DISCLAIMER: This brochure is provided as a public service by the Chester County Solid Waste Authority
7224 Division Highway
Narvon, PA 17555
610-273-3771
www.chestercountyswa.org

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Chester County Solid Waste Authority
7224 Division Highway
Narvon, PA 17555

Required To Recycle It's The Law!

Caln Township
Charlestown Township
Coatesville City
Downingtown Borough
East Bradford Township
East Brandywine Township
East Fallowfield Township
East Goshen Township
East Marlboro Township
East Pikeland Township
East Vincent Township
East Whiteland Township
Easttown Township
Elverson Borough
Kennett Township
Kennett Square Borough
London Grove Township
Malvern Borough
Modena Borough
New Garden Township
North Coventry Township
Oxford Township
Parkesburg Borough
Phoenixville Borough
Schuylkill Township
Tredyffrin Township
Upper Uwchlan Township
Uwchlan Township
Valley Township
West Bradford Township
West Brandywine Township
West Caln Township
West Chester Borough
West Goshen Township
West Grove Borough
West Whiteland Township
Westtown Township
West Vincent Township
Willistown Township