



# Developing a Corporate Office Recycling Program

# Why we do this

- ▶ Sustainability/stewardship reporting
- ▶ Customer scorecards, audits and expectations
- ▶ Recruitment
- ▶ It's the right thing to do?

# Step 1: Detailed Proposal

- ▶ Find a champion
- ▶ Develop a team of key employees
- ▶ Make the case
- ▶ Outline the plan

## Project Title: Foam and Beyond

### Project Scope

The *Foam and Beyond* project will enhance corporate campus facilities by expanding material streams and improved employee project will also offer Dart Container employees from home for inclusion in the program by

### Project Goal

To increase the amount and types of waste campus buildings and to provide a recycling company that will pay for the collection. The proposed program has been titled: *Foam*

### Opportunity Definition

- 1) Environmental Stewardship. This moving Dart toward industry best will provide a means of establishment of the program and the return on its market recyclability for new materials.
- 2) Social Stewardship. By embracing in the process, recycling habits and community programs are proposed computer equipment to The Geek community groups such as the Geek collected on campus for re-empower.
- 3) Economic Benefit. Recycling into a reduction in waste disposal costs secondary markets (current market

### Proposed Solution

- 1) Enhanced and expanded recycling campus and in our employees' own waste in our buildings - with an incentive name aware of recycling options on the Mason campus will
- 2) A Recycling Center structure to be consolidation of materials. (Illustrate pole barn to be located in a vacant dedicated recycling vehicle would
- 3) The Center would be available weekdays and one Saturday a month

Facilities employees would operate this Center. It using recycled goods and overflow materials as worthy." Dart trailer will be collected by a recycling

With this proposed infrastructure, the types of waste recycling would increase. Initially, the resources are certain to have a market or donation value. As Center may expand this list. Materials to be accept

- i. Office paper
- ii. Mixed paper, including magazines
- iii. Newspapers
- iv. Plastics 1 & 2
- v. Plastics 3-7
- vi. Corrugated cardboard (including up
- vii. Tin (cans) and other metals
- viii. Pop cans and bottles
- ix. Polystyrene foam #6
- x. Batteries - AA, AAA, C, D, and 9V

- 3) Education is a key component to the success of the Graphics will be involved in the development of a presentation about recycling and the Center. Rec building, will be clearly marked by material. Post recycling goals and processes will be made by staff recycling goals, challenges between departments, developed. It is important to capture the reasons and the company's commitment to doing so.

### Intangible Benefits

For years, Dart has focused much of its public attention on through our website, literature, stewardship report and in the environmental attributes of the Dart products. The Program have emphasized recycling and tracking of recycled program. (Illustration 4). Expanding the recycling efforts the message that Dart takes recycling seriously and "walk model for the plants rather than the plants being the model

Currently, the Corporate offices recycle paper, corrugated and EPS foam. Additionally, Dart recycles fluorescent ball Mason. Computers, phones, and other electronics are don Kapsule\*\*, a non-profit entity (attachment 1). By expanding corporate buildings we can involve contractors and our in the company. The cultural shift on campus will, hopefully communitarian in which our employees live. This program learn more about recycling opportunities for our expanded

developed. Finally, as recycling becomes a greater part of our national and state culture, this will move Dart toward standards currently being set for industry and business.

Main project activities with estimated cost for activities > \$10,000

1. Construction of Pole Barn \$50,000-\$75,000
2. Purchase of recycling vehicle \$22,000-\$25,000
  - Graphics design and purchase of van
3. Selection, purchase, and installation of h
4. Development of Statement of Work (SOW)
  - As part of the SOW, include a Waste
  - Re-evaluate secure sized option
5. Graphics and communication program d
6. Education of employees
  - Education of new employees
  - On-going education of employees
  - Working with Communications, use!
7. Grand opening of Recycling Center
8. Tracking success of program (metrics)

Illustration 1:



Illustration 2:



### Risks and Major obstacles

1. Uncertain markets for materials collected
2. Changes to employee behaviors in Campus
3. Construction of recycled materials
4. Continuing education, including new em

\* "Recycling old computers, telephones, copiers and waste" is not only a good idea, it is now mandated a waste in finding a domestic home for the material. I that. Thanks to a partnership with The Geek Group computers, telephones, copiers, and PBX phone systems refurbished and recycled back into the community. I Geek Group's biggest events occur during Halloween free. There aren't many places to Trick-or-Treat on! computer. Geek Group does just that.

Every piece of equipment Dart sends to Geek Group source of material from its components. The Geek ( build, and learn. It's usage of Dart's equipment fact studies, and computer labs. The Geek Group is a 50

Illustration 3:



Illustration 4:

Environmental Stewardship Report for Mason  
 (Attachment 1) - For internal use only. This can be made share appropriate with others

Material	Est	Unit of Measure
Office Paper	1000	Tons
Mixed Paper	1000	Tons
Newspapers	1000	Tons
Plastics 1 & 2	1000	Tons
Plastics 3-7	1000	Tons
Corrugated Cardboard	1000	Tons
Tin (Cans) and other metals	1000	Tons
Pop Cans and Bottles	1000	Tons
Polystyrene Foam #6	1000	Tons
Batteries - AA, AAA, C, D, and 9V	1000	Tons
Fluorescent Ballasts	1000	Tons
Computers	1000	Tons
Phones	1000	Tons
Other Electronics	1000	Tons
Other	1000	Tons

# Step 2: Metrics - Waste Assessment (Dumpster Dive)

## DUMPSTER DIVE

JUNE 9<sup>TH</sup> & 11<sup>TH</sup>

### Volunteers Needed!

Volunteers needed for the afternoon. 1 or 2 hours of work as available.

For More Information or to Volunteer Contact:  
Cheryl Schmidt • 517-244-2206 • [cheryl.schmidt@dart.biz](mailto:cheryl.schmidt@dart.biz)



### Where?

This takes place by the garage under Bldg 3.

### When?

9am to 4pm



## Step 3: Implement program in new office building

New building - new recycling opportunities



# The new building plan

- ▶ No wastebaskets in offices or at work stations
- ▶ Paper recycle bin at each desk
- ▶ Small waste receptacle attached to paper recycle bin
- ▶ Built in recycling containers in break rooms
- ▶ Multi-material bins in each department
- ▶ Staff available on move-in day to answer questions



## RECYCLING...

...at your desk

⇒ Office paper



...at recycling stations

⇒ Newspapers/magazines

⇒ PET #1 Water/juice bottles

⇒ Pop cans/bottles

⇒ PS #6 Foam



...in kitchenettes

⇒ PS #6 Foam

⇒ Mixed plastics

⇒ Pop cans/bottles

⇒ Landfill items



...in break rooms

⇒ PET #1 Water/juice bottles

⇒ PS #6 Foam

⇒ Pop cans/bottles

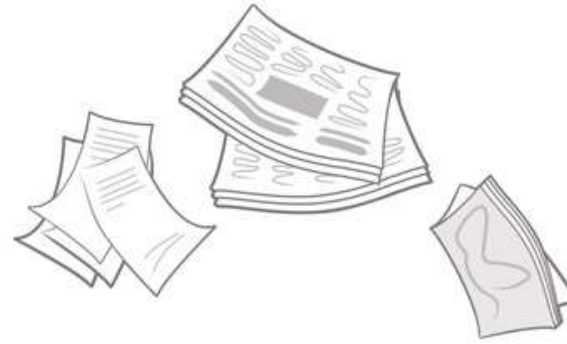
⇒ Tin cans

⇒ Boxboard

⇒ Landfill items



## PAPER



## BOXBOARD



The results?

CONFUSION!





## Step 4: Regroup

- ▶ Supportive email from the President of Dart Container
- ▶ Improved signage on recycling and trash bins
- ▶ MORE recycling bins
- ▶ Brochure for each employee
- ▶ Additional training of custodial staff



# Before and After

Original brochure

**FOAM & BEYOND**  
DART REDUCE • REUSE • RECYCLE

## RECYCLING...

- ...at your desk**
  - Office paper
- ...at recycling stations**
  - Newspapers/magazines
  - PET #1 Water/juice bottles
  - Pop cans/bottles
  - PS #6 Foam
- ...in kitchenettes**
  - PS #6 Foam
  - Mixed plastics
  - Pop cans/bottles
  - Landfill items
- ...in break rooms**
  - PET #1 Water/juice bottles
  - PS #6 Foam
  - Pop cans/bottles
  - Tin cans
  - Boxboard
  - Landfill items

New brochure

**WHY RECYCLE?**

Dart takes great pride in the team recycling programs we offer to our customers and as companies across the nation. It also is important for all of us to recycle our foam foodservice products. Recycling plays an important role in Dart's efforts to improve efficiencies, reduce its carbon footprint and serve as a good corporate steward.

**By recycling certain materials we can:**

- Reduce the amount of waste sent to landfills.
- Conserve natural resources, such as timber, water and minerals.
- Save energy.
- Reduce greenhouse gas emissions that contribute to global climate change.
- Help sustain the environment for future generations.

**HOW? IT'S EASY!**

**RINSE IT...**  
Any food or liquid residue should be removed and then soiled recyclables (foam included) should be rinsed and placed in appropriate bins. It only takes a few moments.

**SORT IT...**  
Just place rinsed items in the correct bin that we have provided. Recycled items have greater value if they are appropriately sorted. Loads of recyclables that contain unacceptable material may end up going to landfill.

**3 New Programs for a GREENER Dart**

- Dumpster Dive & Waste Audit** - helping our Dart campus define waste reduction and recycling goals.
- Enhanced In-Office Recycling Program** - Recycle more, waste less at work! \*Program includes Dart Mason, Dart & Oakwood
- COMING SOON: Employee Recycling Drop-Off Center** - Convenient new drive-thru collection site on the Mason campus will accept recyclable materials from our employees' homes.

**Questions or concerns?**  
Please contact Cheryl Schmidt x 2206 or [cheryl.schmidt@dart.biz](mailto:cheryl.schmidt@dart.biz)

**FOAM & BEYOND**  
DART REDUCE • REUSE • RECYCLE

## GUIDE TO RECYCLING ON Dart's Mason Campus

**WORK AREAS**  
Recycle common office supplies during the day, right in your own work area.

**PAPER** SUCH AS:

- Printed & Unprinted
- White & Colored
- Letterhead
- Legal Pad Paper
- Computer Paper
- Post-Its
- Fax Paper
- CarbonNocs Forms
- Manila File Folders
- Envelopes
- Window Envelopes
- Index Cards
- Adding Machine Tape
- Scratch Paper

**WASTE ONLY\* ITEMS** SUCH AS:

- Tissues
- Canily Wrappers
- MD Padded Waste
- MD Plastic Bags

**CARDBOARD** - Shipping Boxes (do not place outside your work space to be picked up by the clean team)

**RECYCLING STATIONS**  
For more recycling options, take a short walk to a Recycling Station near you.

**FOAM** SUCH AS:

- Cups
- Plates
- Bowls
- Clamshells
- Packing Foam (no "peanuts")
- Egg Cartons

**MAGAZINES & NEWSPAPERS**

- Glossy Newsletters
- Trade Journals
- Daily Paper

**PET BOTTLES/CUPS** SUCH AS:

- Water Bottles
- Juice Bottles
- Plastic Cups
- Microwave Food Trays

**POP CANS & POP BOTTLES** - Redeemable in Michigan

**CONFIDENTIAL DOCUMENTS** SUCH AS:

- Credit Card Statements
- Customer/Employee Data
- Analysis Reports

**BREAK ROOMS**  
Plan ahead and drop off these recyclable items during lunch or on your next break!

**FOAM** SUCH AS:

- Cups
- Plates
- Bowls
- Clamshells
- Packing Foam (no "peanuts")
- Egg Cartons

**BOXBOARD**

- Microwave Food, Cracker & Snack Food Boxes
- Tissue Boxes

**MIXED PLASTICS** SUCH AS:

- Cups
- Yogurt Containers
- Lids
- Eating Utensils
- Clear Carryouts
- Fruit Cups
- All plastic bags or film

**POP CANS & POP BOTTLES** - Redeemable in Michigan

**TIN CANS** SUCH AS:

- Soup
- Fruit Cans
- Tuna fish cans

# Before and After

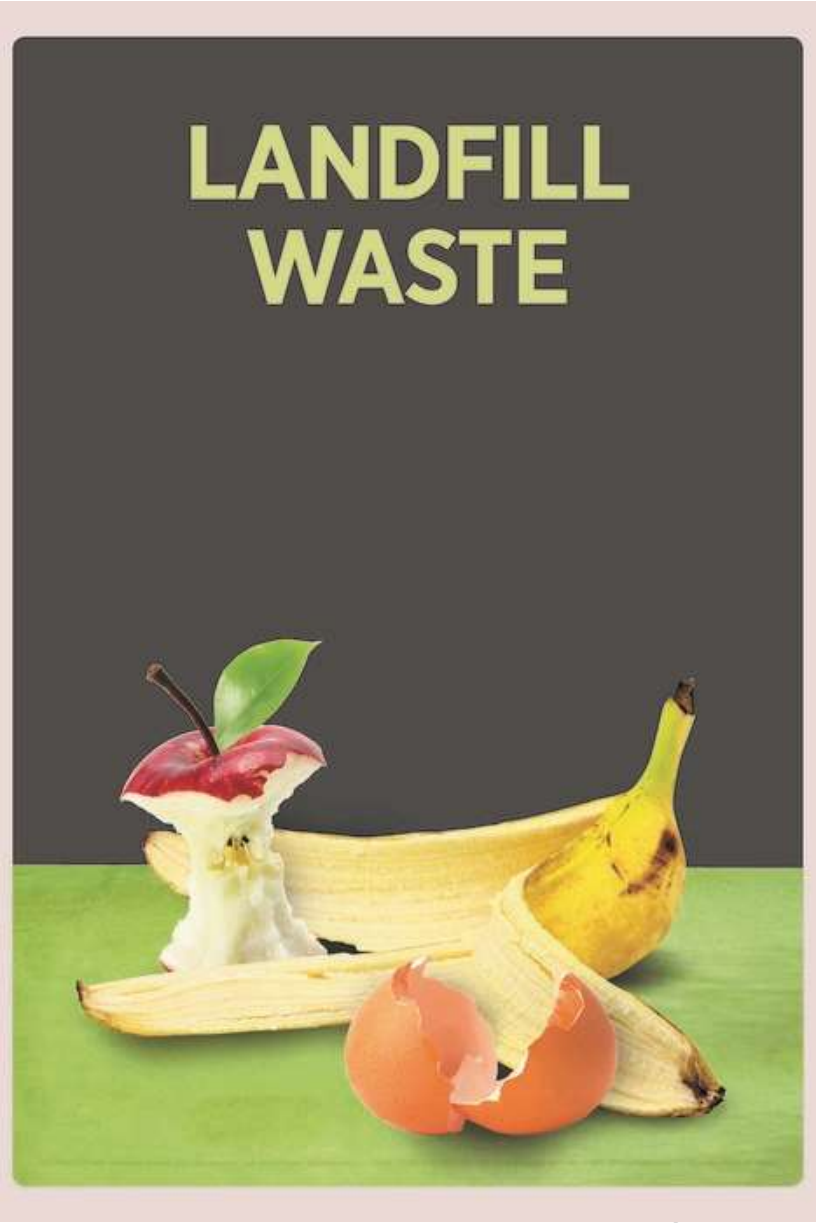
Original signage



New signage



Be explicit





# THINK BEFORE YOU PULL

**75%** of our corporate office trash is generated  
in our bathrooms, and it's mostly paper towels.



OR



When you do use paper towels,  
try using a single sheet instead of 2 or 3.

By using hand dryers, you can help Dart  
protect our environment, reduce waste  
and decrease trash disposal costs.



## Step 4: Roll-out to existing buildings

- ▶ Add recycling options
- ▶ Remove individual waste baskets
- ▶ Pass out brochures to each employee
- ▶ Stay consistent

# Step 5: Recycling Center



- ▶ Drive-thru collection building
- ▶ Dedicated employee-manager
- ▶ Employee drop-off
- ▶ 10 materials accepted
- ▶ Materials list and magnet for employees' refrigerators



# Step 6: What's next?

- ▶ Education, education, education
  - ▶ Newsletters
  - ▶ Information sessions
    - ▶ Brown bag lunch
    - ▶ Department/Group meetings
  - ▶ Development of “green” team - Environmental Impact Team
- ▶ Measurement
  - ▶ Reduction in landfill dumpster pick-ups or weight
  - ▶ Removal of recycling dumpsters on campus
  - ▶ Weight of recyclables

# Return on investment

- ▶ Tangible:
  - ▶ Previously paying for recyclables to be picked-up
  - ▶ Reduction in landfill material pick-ups
  - ▶ Revenue from recyclables sold through a broker
  - ▶ Savings for employees
- ▶ Intangible:
  - ▶ Contributes to sustainability programs
  - ▶ Promotes “social wellness” among employees
  - ▶ Enhances community/public perception



# Questions?

- ▶ Cheryl Ann Schmidt, Environmental Services Specialist
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