

Recycle.

8 STEPS TO STARTING AN OFFICE RECYCLING PROGRAM

Help California Save Resources by Recycling at Work!

1. Designate an office "Recycling Coordinator" to oversee the program and motivate others.
2. Arrange for collection: Contact your local recycler or designate an employee(s).
3. Get recycling bins by calling 1-800-RECYCLE or by logging on to bottlesandcans.com.
4. Place recycling bins in high traffic areas and inform employees of their location.
6. Label the bins effectively to maximize ease of use.
5. Educate your employees so they can identify CRV recyclable beverage containers. For a list of beverage containers included in the CRV program, visit bottlesandcans.com.
7. Introduce the program to your employees with an email or posters to create awareness.
8. Generate enthusiasm by motivating your employees with rewards paid for with the funds redeemed.

