



## A GUIDE FOR CITY AND COUNTY OFFICES

### FORM A TEAM

A Green Team is a group of employees dedicated to promoting waste reduction, recycling, and responsible purchasing in their workplace. Try to incorporate representatives from different departments, as well as from different levels in the organizational structure - management, professionals, administrative assistants, etc. Team members from IT, housekeeping, and building maintenance can also be important assets to your team.

### CONDUCT MEETINGS

Your team should meet monthly until you have your basic program set up. Meetings should be brief and informal. Discuss how to best implement a convenient program for your office. Make decisions and split up tasks.

### APPOINT A TEAM LEADER(S)

Having an enthusiastic team leader is key to having a successful waste reduction program. Select one or two leader(s) who are committed to your program. This leader(s) should manage the Green Team, oversee the program, and be the liaison between the maintenance staff, management, employees and the recycling vendor.

### DECIDE WHAT YOU WILL RECYCLE

Start with the basics: paper, cardboard, aluminum and plastic bottles. Commercial pick up for these materials may be available. Other materials to consider are newspapers, magazines, batteries, printer cartridges, and electronics.



### CONTACT YOUR PROPERTY OWNER/MANAGER

Property managers/owners can help you determine the best location for recycling dumpsters and containers. If there are other state offices or businesses located in your building, start contacting them to gauge interest in coordinating efforts.

### CONTACT RECYCLING COMPANIES

For paper, cardboard, plastics, and other materials, you may need a hauler. These companies provide containers and establish a regular pick up schedule to meet your needs. This directory will help you find a service to satisfy all of your recycling needs: <http://www.kansasbirp.com/centerdirectory.asp>

### UTILIZE DROP-OFF CENTERS

If pickup services are not available, another option is to take your recyclables to a drop-off center. Drop-off centers can also help you expand your program because they often accept items that cannot be picked up. See the recycling directory to locate a center near you. <http://www.kansasbirp.com/centerdirectory.asp>

### CHOOSE RECYCLING RECEPTACLES

Grainger is the state contractor for recycling receptacles. Check their website [www.grainger.com/ksgreen](http://www.grainger.com/ksgreen) for low priced options or ask your office or agency purchasing personnel. You may also check the Green Team website under receptacles for other options. Choose the correct size of bins for the volume your office generates. Place containers in strategic locations and make sure they are labeled clearly.

## COORDINATE COLLECTION

Coordinate collection of recyclables with the recycling service provider, janitorial crew, and/or staff. As of August 2007 all new/renewal state janitorial contracts will include collection/removal of recycled material as part of the janitorial contractor's regular duties. Offices can also append existing contracts to include this clause. See your office/agency purchasing personnel.



## CONSIDER WASTE REDUCTION STRATEGIES

Think about implementing strategies to reduce waste, such as duplex printing, reusing office supplies, and utilizing electronic correspondence. Waste reduction methods help create less waste in the first place—before recycling.

## PURCHASING

Talk with your office/agency purchasing coordinator about making the switch to recycled content paper. The price difference between non-recycled paper and recycled paper is minimal, and money saved by utilizing waste reduction techniques can be used to off set costs in other areas. Also, consider remanufactured toner cartridges and encourage your purchasing coordinator to look into other recycled content products.

## EDUCATE STAFF

When you are ready to implement your program, plan a fun kick-off event. Distribute lists of acceptable/non-acceptable items, schedule orientation sessions for each department, and consider hosting a Clean Your Files event. Be sure to log-on to the Green Team website [www.kansasgreenteams.org](http://www.kansasgreenteams.org) for promotional materials and other tools.

## KEEP STAFF UPDATED

Have your team meet regularly to evaluate your program's progress. Acknowledge people for changing their habits and seek staff's suggestions. Train new employees about the program. Utilize your office's Green Team website page to keep everyone posted. Register your team at [www.kansasgreenteams.org](http://www.kansasgreenteams.org).

## TRACK AND RECORD PROGRESS

Log onto the Green Team website [www.kansasgreenteams.org](http://www.kansasgreenteams.org) to register your office's Green Team and report progress. Create a team summary, post pictures, and report amounts of materials recycled. This can be a great tool to both educate your staff and to advertise your efforts to the public.

## LET OTHERS KNOW ABOUT YOUR PROGRAM

Send press releases to the local media. Write articles for newsletters and your organization's website. See the Green Team website for examples and ideas.



## KEEP MOVING FORWARD

Once you have your basic recycling, waste reduction, and purchasing programs up and running, don't stop there. Continue to expand your efforts by exploring other areas of responsible stewardship practices. Look into alternative service options for recycling other materials, like cell phones, batteries and CD's. Some of the issues that other green teams have dealt with include: fluorescent bulb recycling, environmentally preferable cleaners and janitorial services, food scrap composting, green landscaping, and office supply reuse and exchange programs. Check the Green Team website for other ideas.