



Meeting 4: Begin Workbook 4: Solid Waste and Recycling

1. Thank everyone for participating in our environmental sustainability program.
2. Remind everyone that your office or clinic includes five minutes of environmental sustainability in the staff meeting once a month.
3. Ask your leaders to report on the progress with the Energy Efficiency Action Steps.
4. At this meeting, we will learn how to minimize and recycle our office waste. Read aloud the “Recycling Your Waste” Action Step from Workbook 4 (provided below).

[Workbook 4](#)

5. Announce that at the next meeting, we will continue with Solid Waste and Recycling.
6. After the meeting, fill out the Green Meeting Notes form. Keep it very brief– not more than 5 minutes for completing the form: [Green Meeting Notes Form](#) . File this and email it to: member.services@mygreendoctor.org.



Solid Waste and Recycling Action Steps



Recycling Your Waste

Agree to a goal of recycling for your office waste. Learn what materials can be recycled by commercial buildings in your town. Certainly, you can recycle newspapers, plastic bottles, glass bottles, and aluminum. What about food waste or Styrofoam?

Recycling can be complex and may need a committee of 2-4 people to take responsibility for this Action Step. If your office space is not owned by your practice, ask the building manager whether recycling is available for the building tenants. If the building does not offer recycling, volunteers from the office may need to bring the recycling materials home to be recycled.



For general recycling advice try:

- [Recycling Tips](#)
- [Recycling Simplified in the U.S.](#)
- [Waste Management Recycling Tips](#)

Post a checklist or a sign that the following items can be recycled: Paper, Newspapers, Magazines, Plastic Bottles, Glass Jars and Bottles, Aluminum Cans

There are three main companies in the U.S. that handle most recycling for commercial buildings. The biggest company is Waste Management. If commercial recycling isn't available through Waste Management, you can also contact CBRE and JLL (other large recycling companies) to see if they provide service to your practice's local area. Here are the links to these companies:

- [Waste Management](#)
- [CBRE](#)
- [JLL](#)

The Waste Management company also offers pre-made recycling kits to help your office recycle a variety of items: [Waste Management Recycle Kits](#)

Issues to discuss:

1. Can we agree to do this?
2. Will the trash collector accept these or will a staff member volunteer to take home our recycled materials?
3. What recycling bins are needed for each office room and for the waiting room?
4. Who will purchase recycling bins?
5. Who will monitor the bins weekly, and record how many bins, or bags of materials we recycle each week?
6. Who will talk with the cleaning personnel to be sure that our recyclable materials are not discarded as common trash?



Recycle Your Used Batteries

Adopt a policy to recycle used batteries. The Waste Management company offers on their website (United States only) a Dry Cell Battery Recycling Kit for \$24.95 that comes with free shipping to return the batteries for recycling. Here is a link to the kit: [Recycle Used Batteries](#)

Issues to Discuss:

1. Can we agree to do this?
2. Who will be the leader for this Action Step?



Adopt a Policy for Safe Disposal and Recycling of Fluorescent Light Bulbs

Adopt a policy to safely dispose of and/or recycle used fluorescent light bulbs. Waste Management offers two lightbulb recycling kits on their website (for practices in the United States). Here is the link to the kits: [Recycle Fluorescent Bulbs](#)

Issues to Discuss:

1. Can we agree to do this?
2. Who will be the leader for this Action Step?



Adopt a Policy to Recycle or Refill Printer Ink Cartridges

Printer ink cartridges can be recycled by taking them to Staples, Best Buy, or Office Max/Office Depot and dropping them off. Call first to confirm that your local store has this program. Also, if your medical practice uses HP cartridges, send them back to HP. They have a closed loop recycling program, and they will recycle or repurpose your items. Here is the link to the recycling program for HP: [HP Recycling](#)



Issues to Discuss:

1. Can we agree to do this?
2. Who will be the leader for this Action Step?