

SETTING UP WASTE SORTING STATIONS IN THREE EASY STEPS

State law requires businesses to keep recyclables and organic materials out of the garbage.

This hands-on worksheet will walk you through the steps to set up well-planned waste sorting stations.



STEP 1: ASSESS YOUR NEEDS

Review your material flow to determine where waste is generated, including kitchen, customer areas, and communal disposal areas, and note in the table below the number of containers you have or need. You will want a set of three clearly labeled containers at each station—recycling, organics, and garbage. No “solo” containers! When finished, total up the number of containers and sorting posters needed.

Location (e.g. kitchen areas, breakrooms, customer serving areas, offices, communal areas)	Recycling Carts/Bins		Organics Carts/Bins		Garbage Carts/Bins	
	Have	Need	Have	Need	Have	Need
Example: kitchen prep area	0	1	0	1	0	1
Total Containers						
Total Signs Needed (one per container) Total all “have” + “need” containers						

Need assistance?

Visit www.GreenWaste.com or call (831) 426-2711 and ask for an Outreach Coordinator.



STEP 2: GATHER YOUR MATERIALS



Indoor Containers (three per station)

Review the containers you noted as “needed” in Step 1 and determine what sizes and types of containers to purchase for each waste sorting station. Color-coded containers are always best.



Choosing the Right Container Liners

Accepted container liners vary based on material stream. Call (831) 426-2711 for a recommendation on accepted liners in your area’s recycling program. Better yet, reduce waste by going bagless!



Sorting Posters (three per station)

For waste sorting stations in front of a wall, post sorting posters at eye-level above each container. Posters should include photos that reflect the materials generated at that location. You may want different signs for different areas.

Customize your own posters or call (831) 426-2711 to request a poster from GreenWaste Recovery.



Outdoor Containers (three per area)

Review the containers you noted as “needed” in Step 1 and determine what sizes and types of containers to order through GreenWaste Recovery for your enclosure area. Containers are color-coded, and signage is provided upon delivery.

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STEP 3: SET UP YOUR INTERIOR SORTING STATIONS

Place containers together to create waste sorting stations at each of your disposal locations. See the tips below for more guidance.



Station basics

Group color-coded bins and label them. Sorting posters should be at eye-level.



Higher-end options

Sorting stations can be simple like on the left, or be integrated like the one above.



Same space, more bins

Three-bin stations don't have to occupy more space than your previous one- or two-bin stations. Both setups above have roughly the same footprint.



Small spaces

Slim bins work great for narrow breakrooms, and hanging side caddies are perfect for office spaces.

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TRAINING



You are now ready to launch your new (or improved) recycling program!

Training your staff, custodians, and maintenance personnel to use your new waste management stations is key to your program's success.

Decide on a date, then kick-off the program with at least one of the activities below. An in-person meeting or training is best!

Kick-off Event

DATE: _____

TIME: _____

LOCATION: _____

Kick-off Activities

- In-person training or event
- Details emailed out
- Printed information posted and/or mailed
- Other: _____
- Other: _____

Notes



TIP: Create a customized instruction sheet for your staff to show at a glance how to transfer materials correctly from indoor to outdoor containers. Review the instructions during your kick-off and post it in high traffic areas.

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