



Naval Surface Warfare Center Carderock Division Headquarters

Recycling Program Recommendations – April 30, 2003

On Monday, April 28, 2003, the Montgomery County, MD, Division of Solid Waste Services (DSWS) was given a tour of several buildings on-site at the Naval Surface Warfare Center-Carderock Division Headquarters. Employees from NSWCCD provided DSWS with an overview of the current recycling practices and discussed some of the barriers resulting in low participation of the recycling program. The following are some specific recommendations that NSWCCD can implement that should increase recycling participation and therefore, increase recycling tonnages.

The recommendations are provided in no particular order.

- 1) Obtain list of recycling specifications from your recycling collection company (NDW).
- 2) Provide a recycling bin for white office paper for every employee's desk or workspace.
- 3) Provide recycling bin for mixed paper and newspaper/magazines in a centralized location that is convenient for employees to access.
- 4) Provide recycling bins for aluminum cans and glass/plastic containers in centralized locations (i.e., near vending machines, break-rooms, cafeteria, etc.) Make sure the bins are labeled appropriately.
- 5) Provide large bins for corrugated cardboard in centralized areas. If this is not practical, make sure there is a clearly designated area for flattened cardboard boxes.
- 6) Make sure all recycling bins are properly labeled. Make sure the labels are visible from all angles.
- 7) Provide different types/colors of recycling bins for different materials. By color-coding the recycling bins, employees throughout the base will recognize the recycling bins in any building.

- 8) Review locations where recycling containers are currently placed. Make sure the size of container is appropriate. A general rule of thumb is to provide a recycling container wherever a specific material is generated.
- 9) Remove trash cans from employee desk/workspace and relocate to a centralized location that is easily accessible. Make sure recycling containers are placed next to trash cans as well. The Division noted several cubicles in which there were two trash receptacles, or that recyclables were placed in the trash receptacles.
- 10) Make sure all central collection points within each building have clearly labeled recycling containers and signage. Uniform signage throughout the base will work best. This will allow employees to become familiar with the terminology and will recognize the appropriate container at any location on base.
- 11) Designate recycling coordinators for each building on-site. Conduct a training session with all coordinators before educating employees. Recycling coordinators should be responsible for monitoring trash/recycling containers for inappropriate use or overflows. The coordinator will know the in's and out's of their particular building and will know where to best place recycling containers for maximum use. In addition, if a problem arises, an employee will have a point-of-contact to discuss the situation or to clarify an issue.
- 12) If the recycling program will be initiated one building at a time, conduct an employee training session prior to the start of the recycling program.
- 13) Provide recycling information in an employee handbook.
- 14) Continue to develop recycling fact sheets that describe the do's and don'ts of the recycling program and distribute to all employees. If possible, send through email. Place the flyers in the common recycling areas.
- 15) Place recycling information in an employee newsletter. Conduct a contest in the newsletter and have employees submit answers and provide a "prize" to the person that correctly answers the recycling question.
- 16) Provide incentives for employees if they participate in the program. Provide prizes (i.e., pizza) for the building that has the best recycling for the month, quarter. Another option is to conduct periodic inspections and give little tokens to employees that "recycling right."
- 17) Conduct a waste audit to determine the composition of the waste stream to estimate the potential recycling rate that may be achieved.
- 18) Continue recycling efforts of other materials such as scrap metal, batteries, #6 Styrofoam, motor oil, etc.

- 19) Publish recycling data to show employees how much was estimated to be recycled and the resulting environmental impact (i.e., by recycling 84 tons of white office paper in 2002, NSWCCD employees saved over 1400 trees from being cut down.)
- 20) Post recycling results in each building on a bulletin board in a common area where all employees will see it.
- 21) Monitor trash containers outside of buildings to see if recyclables are being thrown away. If this occurs, try to establish where the problem initiated and rectify as soon as possible.
- 22) Require all contractors that perform work on-site to recycle in accordance with federal, County and NSWCCD policies and regulations.