



Recycling Works



Please sign-up as a member of Will County's "Recycling Works" program. Please complete the application and fax to Will County Land Use Waste Services office at **815-722-3410**. You will be notified within a week of your acceptance and reward eligibility. Thank you for taking an active role in protecting our environment. Please call Marta Keane at 815-727-8834 with any questions.

Name of Business: _____

Contact Name: _____

Contact Title: _____

Contact Phone: (_____) _____

E-mail: _____

Business Address: _____

City: _____ Zip: _____

There are four levels of membership:

1. **Apprentice** (entry level)
2. **Professional** (mid-level)
3. **Executive** (top-level)
4. **Leader** (highest level)

Apprentice (2 waste reduction practices & 2 recycled content supplies):

Nearly every business, regardless of size, practices waste reduction. In addition, some recycled-content items are commonplace and priced competitively. Please indicate the recycled-content supplies you purchase and which waste reduction practices you engage.

Professional (previous requirements plus contract for recycling):

If your business has two or more waste reduction policies in place, is buying two recycled-content supply items and has part of the waste stream being collected separately for recycling, you qualify as a Professional Recycling Works member.

Executive (previous requirements plus 30% or more recycling rate):

If your business has two or more waste reduction policies in place, is buying two recycled-content supply items and has at least 30% of your waste stream being collected separately for recycling, you qualify as an Executive Recycling Works member.

In order to determine your recycling rate, you need to learn your waste disposal and recycling volume and/or weight information. For instance, if you have a 4-yd garbage dumpster, taken once a week and a 2-yd recycling dumpster taken once a week. You can calculate your rate:

4 yd x 52 weeks = 208 yards of garbage

2 yd X 52 weeks = 104 yards of recycling

Total waste stream = 312 yards

Recycling (104) divided by Total (312) = 33%

Not every business uses the same kind of dumpsters or has a weekly schedule without variation for seasonal fluctuations. If you know that you request special pick-ups during the year, those will need to be included in your total. Likewise, if you reduce collections during slow seasons or shut-down periods, you will need to account for that. If you use a baler or compactor, you should contact Waste Services to assist you with universal conversion formulas.

Leader (previous requirements plus 2 more recycled content supplies and becoming a recycling promoter): You are at the Executive Level and to get there, you've learned a lot about what works in your business when it comes to waste reduction and recycling. You are a wealth of information and real world experience. We need you to speak up, share this wisdom with other businesses within the community.

Will County will help you summarize your experiences, put a power point presentation together and support you if you choose to speak at Chamber meetings, recycling conferences or your own industry meetings.

Please check each of the waste reduction practices your company utilizes:

- It is common to use multiple lined interoffice envelopes to send paperwork to employees and uncommon to use single-use envelopes for anything other than payroll.
- Employees do not use a fax cover sheet, using the address on the letter, or a fax stamp on the first sheet of the fax.
- File folders are reused, turned inside out or relabeled.
- Paper clips and binder clips are preferred over staples.
- Newspaper and magazine subscriptions are shared.
- Routing sheets are occasionally used to share written materials between groups of employees.
- Employees use e-mail rather than formal memos for most communication.
- You purchase low mercury or high efficiency lights.
- You use dimmers or motion detectors on lights
- The copier has a double-side setting
- Multiple page documents are usually printed using both sides of the page
- One-sided paper is often used as scratch paper
- Employees use scratch paper for telephone messages instead of pre-printed message pads.
- You don't supply employees with disposable cups, plates or utensils but provide a sink where they can wash their mugs, lunch containers and silverware.
- You re-ink printer cartridges or return spent cartridges to the manufacturer.
- You return unsold or overstocked items to the manufacturer.
- Company wide information is e-mailed or posted on bulletin boards instead of printed for each employee.
- Company forms are placed on a shared network directory, an intranet or e-mailed.
- Bills are paid electronically.
- Customers are offered the option of electronic billing.
- Employees are offered direct deposit payroll.
- Other _____

Business Name:

Review this list; please check if your company utilizes **recycled-content versions** of these supplies:

- | | |
|--|--|
| <input type="checkbox"/> Paper Towels | <input type="checkbox"/> Envelopes |
| <input type="checkbox"/> Toilet Paper | <input type="checkbox"/> Note Pads / Notebooks |
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Greeting Cards |
| <input type="checkbox"/> Copy Paper | <input type="checkbox"/> File Folders |
| <input type="checkbox"/> Printer Paper | <input type="checkbox"/> Calendars |
| <input type="checkbox"/> Chipboard / Paperboard | <input type="checkbox"/> Aluminum Products |
| <input type="checkbox"/> Business Card Stock Paper | <input type="checkbox"/> Tin / Steel Products |
| <input type="checkbox"/> Letterhead | <input type="checkbox"/> Glass Bottles |
| | <input type="checkbox"/> Other _____ |

Please check each of the materials your company recycles:

- | | |
|--|---|
| <input type="checkbox"/> White Paper (computer green bar, printer and copy paper) | <input type="checkbox"/> Pallets |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Grease |
| <input type="checkbox"/> Mixed Office Paper (includes white office paper, colored office paper, newspaper, magazines) | <input type="checkbox"/> Glass Bottles & Jars |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Scrap Metal |
| <input type="checkbox"/> Mixed Paper (includes all the paper in mixed office paper in addition to cardboard, paperboard) | <input type="checkbox"/> Mixed Containers (glass bottles & jars, aluminum cans, tin cans) |
| | <input type="checkbox"/> Other _____ |

Please indicate your level of membership:

- Apprentice**
- Professional**
- Executive**
- Leader**

THANK YOU!

Business Name: