

INDOOR BIN GUIDE & WORKSHEET

SETTING UP RECYCLING STATIONS IN THREE EASY STEPS



State law SB 1383 and the Alameda County Organics Reduction and Recycling Ordinance require businesses to keep recyclable and compostable materials (organics) out of the landfill. This hands-on guide will walk you through the steps to set-up well-planned recycling stations.




STEP 1: Assess Your Needs

Review your workflow to determine where waste is generated, including kitchen and customer areas. For each area, note the number of bins you have, or need, in the table below. You'll want a set of three bins at each station—recycling, compost, and landfill. No “solo” bins! You'll also want a sign and two stickers for each bin. When finished, total up the number of bins, signs, and stickers needed.

Location (e.g. kitchen areas, bus stations, break rooms, offices, customer serving areas, etc.)	Recycling Bins		Compost Bins		Landfill Bins	
	Have	Need	Have	Need	Have	Need
Example: Kitchen prep area	0	1	0	1	1	0
Total Bins						
Total Signs Needed (one per bin) Add up “have” and “need” counts						
Total Stickers Needed (two per bin) Multiply sign counts by 2						

STEP 2: Gather Your Materials

StopWaste offers a variety of free resources to help Alameda County businesses recycle right and comply with the rules.

	<p>Indoor Bins (three per station)</p> <p>Review the bins you noted as “needed” in step 1 and determine what sizes and types of bins to purchase for each recycling station.</p> <p>Many janitorial supply companies offer indoor bins. StopWaste has partnered with vendors Cogent Solutions and Supplies and Cole Supply to provide compost bins for the Free Indoor Food Scrap Bin program*. Both vendors carry many styles and sizes of recycling and landfill bins as well.</p> <p>Cogent Solutions and Supplies www.CogentSupplies.com (800) 237-3103 Cole Supply www.ColeSupply.com (800) 762-2653</p> <p>Choosing the right bin liners</p> <p>Visit www.StopWaste.org/Bag-Rules for a list of bags allowed in your city’s recycling program, since not all types are accepted. Purchase bags for each bin, or reduce waste and go bag-less!</p>
	<p>Wall Signs (three per station)</p> <p>For recycling stations in front of a wall, be sure to post signs at eye level above each bin. Signs should include photos that closely reflect the materials generated at that location. You may want different signs for different areas.</p> <p>Customize your own signs or download pre-made signs at www.StopWaste.org/Signmaker.</p>
	<p>Stickers (two per bin)</p> <p>Make sure all bins are clearly labeled using stickers like the free ones pictured here. Place labels on at least two sides in case they get turned around.</p> <p>Using your counts from step 1, order free stickers at www.StopWaste.org/Free-Stickers.</p>

* If you applied for free indoor food scrap bins, check for an approval email with a link to the Approved Products List. Besides choosing your free green bins, you can purchase bins for recycling and garbage in the same order. To apply, go to www.StopWaste.org/Free-Green-Bins.



Need Assistance? www.StopWaste.org/Request-Help (510) 891-6575

STEP 3: Set Up Your Recycling Stations

Using your notes from step 1, place bins together to create recycling stations at each of the disposal locations you had identified. See the tips below for more guidance.



Station Basics

Group color-coded bins and label them with stickers on two sides in case they get turned around. Use signs at eye level to show what goes in each bin.



Higher-end options

Recycling stations for your customers can be simple like the one shown at left, or integrate design elements 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. Above, both setups have roughly the same footprint.



Small spaces

To fit your recycling stations into small spaces, choose hanging side caddies, perfect for office spaces, or slim bins for narrow break rooms.

Staff Training

Now you are ready to launch your new (or improved) recycling program! Having your staff and custodians on board with your new setup and process is key to your success. Decide on a date, then kick off the program with at least one of the activities below. An in-person or virtual meeting with all staff and custodians (or in groups, as shifts allow) is best!

Event Details:

Date _____

Time _____

Location _____

Kick-Off Activities:

In-person or virtual training or event

Details emailed out

Printed information posted and/or placed in staff inboxes

Other: _____

Other: _____



TIP: Create a customized instructions sheet for your staff and custodians to show at a glance which bags to use and how to transfer materials correctly from indoor to outdoor bins. Review the instructions during your kick-off and post it in high employee traffic areas. To create your version, visit www.StopWaste.org/Bags-to-Bins.

Additional notes
