

RECYCLING CHAMPION TOOLKIT

(Applicable for Green+Leaders at sites where standardized recycling has been implemented)



OBJECTIVE

The objective of this toolkit is to improve the efficacy of the standardized recycling system through:

- Decreasing the amount of contamination in recycling containers;
- Increasing the volume of materials recycled.

BACKGROUND

The Lower Mainland Health Authorities recently launched the Recycling Renewal Project to incorporate basic recycling into acute care sites over the next few years. Green+Leaders can play an important role in ensuring the success of the program by helping us identify any issues with contamination in recycling containers or if recyclables are going in the garbage.

STEPS

Step 1:

Visually inspect the recycling containers in your unit. Do not handle any contents with your hands. You will be looking for issues such as:

- Soft plastics or non-acceptable plastics in the rigid plastics & tin containers. Acceptable plastics include Cavi-Wipe, Isagel and Saline bottles, medication and drink cups, water jugs, syringe

- covers, aluminum cans
- Disposable coffee cups in any of the three containers (both Styrofoam and paper cups)
- Any non-recyclable items such as rubber gloves, tubing, Styrofoam, paper towel and composite packaging in any of the three containers

***Use the attached list of acceptable materials to identify what should be recycled in each stream.**

Record your observations on the audit form (attached). If you find that all containers have **5% or less contamination**, simply report your findings back to the Green+Leaders Program Coordinator. Please complete Step 2 and then you're done! If you find more than 5% contamination, please complete to Steps 2 through 4.

Step 2:

Visually assess garbage containers for recyclables (again, do not handle any contents). This includes any materials that should be placed in rigid plastics & tin, soft plastic packaging, mixed paper or refundable beverage containers.

Step 3:

Present your findings at a staff meeting. You are welcome to use the following script or you can plan your own discussion. You can also request additional posters and a PowerPoint presentation to support your campaign. Please contact mhunt2@phsa.ca for more information

Script:

I recently conducted a visual audit on our recycling containers and found that many items were not being placed in the appropriate bins. As a reminder, the following materials are acceptable in each container:

Soft plastic packaging – plastic bags, plastic packaging, shrink wrap and medical supply packaging (with paper side removed)

Rigid plastics & tin – any piece or container of rigid or hard plastic – no recycling number required. Examples include: Cavi-wipe, Isagel and Saline bottles, medication and drink cups, water jugs, kidney bowls (rinsed), syringe covers (no needles), soup and tuna cans

Mixed paper – gloves and tissue boxes, magazines, newspapers, paper backing of medical supplies and glossy paper

Refundable beverage containers – any beverage container with a deposit on it. Examples include: pop cans and bottles, juice cans and bottles, juice boxes

It is important that we sort our waste properly so as to ensure it is recycled. When recycling streams get contaminated with non-recyclables, then the entire bag may be thrown away. Or we may start to see fines from the recycling vendor for additional sorting time required.

*Please note that we have recycling containers in the following areas: **INSERT LOCATIONS OF CONTAINERS***

Step 4:

Conduct a follow-up audit using the same approach and form as in Step 1. Note the results. Has there been an improvement? Send your findings to Meredith Hunt, Green+Leaders Program Coordinator at mhunt2@phsa.ca.

Visual Recycling Bin Audit
 Site/Unit: _____

Date: _____

To complete your visual audit, fill out the tables below – 1 table per bin. See the first table for an example. If there is no garbage can right beside the bin you are assessing, record garbage can findings on the second page.

Location: <i>Dirty Utility Room</i>	Pass/Fail	Bin type: <i>Rigid Plastic</i>
Appearance		Comments
Bin stickers facing forward	✓	
Bins placed correctly under signs	✓	
Clear bag in bin	✓	
Content		
Contamination rate <5%	×	<i>Soft plastic, gloves, styrofoam</i>
Garbage cans	N/A	<i>Soft plastic</i>

Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	

Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	

Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	

Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	

Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	









Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	











Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	










Location:	Pass/Fail	Bin type:
Appearance		Comments
Bin stickers facing forward		
Bins placed correctly under signs		
Clear bag in bin		
Content		
Contamination rate <5%		
Garbage cans	N/A	






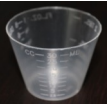




Garbage can(s)

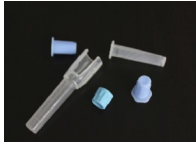







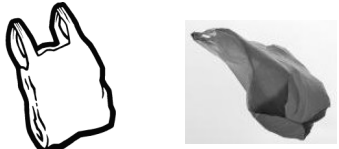
Location:		Comments
<i>Nursing Station</i>		<i>3 garbage cans here - 2 look good, 1 has rigid plastic in it</i>









Item	Recyclable?	Stream	Notes	Picture
Aluminum foil packaging	Y	Rigid Plastic & Tin		
Blue wrap	Y	Soft Plastic	A little bit of tape on the blue wrap is ok.	
Breast milk container	Y	Rigid Plastic & Tin	Must be clean	
Bubble wrap	Y	Soft Plastic	Too low a grade of plastic	
Cardboard	Y	Cardboard	Must be broken down	
Cavi-Wipe bottle	Y	Rigid Plastic & Tin		
CD cases	N	Garbage	Safety concern when baling, can shatter easily	
Clean syringes (no needles)	Y	Rigid Plastic & Tin		












Item	Recyclable?	Stream	Notes	Picture
Coil-bound documents	Y	Confidential Shredding	Coils do not need to be removed.	
Coffee Cups	N	Garbage	Can't be recycled because of wax	
Craft paper	Y	Mixed Paper		
Diaper packaging	Y	Soft Plastic		
Distilled water jug	Y	Beverage Containers		
Feeding bottle	Y	Rigid Plastic & Tin	Rubber teat must be removed and put to garbage	
First Step packaging	Y	Soft Plastic		
Flyers	Y	Mixed Paper		
Glass drink bottles	Y	Beverage Containers		
Glossy paper	Y	Mixed Paper		






Item	Recyclable?	Stream	Notes	Picture
Glove boxes	Y	Mixed Paper	Broken down	
Glove packaging	Y	Mixed Paper		
Gloves	N	Garbage	Rubber can't be recycled	
Hardcover books	Y	Confidential Shredding		
Isagel bottle	Y	Rigid Plastic & Tin		
IV bag packaging	Y	Soft Plastic		
IV bag with medication	N	Pharmaceutical waste		
IV Bags (no medication)	N	Garbage		
Juice Cups	Y	Beverage Containers	Must be clean, keep foil lid on	

Item	Recyclable?	Stream	Notes	Picture
Kidney Bowl	N	N/A	Should be sterilized and re-used	
Magazines	Y	Mixed Paper		
Medical supply packaging - front	Y	Soft Plastic	Must be separated from backing	
Medical supply packaging - paper backing	Y	Mixed Paper	Must be separated from front	
Medical supply packaging - paper/plastic backing	N	Garbage	Can't be ripped	
Medication cups	Y	Rigid Plastic & Tin		
Metal Hanger	Y	Rigid Plastic & Tin		
Milk cups	Y	Rigid Plastic & Tin	Must be clean, keep foil lid on	
Milk cartons/jugs	Y	Rigid Plastic & Tin	Must be clean	
Mixed Metal Packaging	N	Garbage		

Item	Recyclable?	Stream	Notes	Picture
Needle caps	Y	Rigid Plastic & Tin		
Newspaper	Y	Mixed Paper		
Nutritional supplement cans & tetra paks	Y	Rigid Plastic & Tin	Some brands can be returned for a deposit. Check http://www.return-it.ca/cfm/index.cfm?lt=903	
Office paper	Y	Confidential Shredding	All paper, confidential or non goes into the Shred-It consoles. Also takes sticky notes and envelopes with window. No need to remove staples, paper clips or coil bindings	
Oxygen masks	N	Garbage	Medical looking	
Paper medication cups	Y	Mixed Paper		
Paper towel	N	Organics	If compost not available, garbage	
Patient ID cards/wrist bands	N	Confidential media		
Plastic bags	Y	Soft Plastic		

Item	Recyclable?	Stream	Notes	Picture
Plastic bottle with medication	N	Pharmaceutical waste		
Plastic coated paper wrap	N	Garbage		
Plastic food containers	Y	Rigid Plastic & Tin	Must be clean	
Plastic circuit pieces	Y	Rigid Plastic & Tin		
Plastic packaging	Y	Soft Plastic		
Plastic packaging—with labels with patient information	N	Confidential media		
Pop cans	Y	Beverage Containers		
Softcover books	Y	Confidential Shredding		
Sponge	N	Garbage		
Sterile cups	Y	Rigid Plastic & Tin	Must be clean	
Sterile water bottle	Y	Rigid Plastic & Tin		

Item	Recyclable?	Stream	Notes	Picture
Stickers	N	Garbage		
Styrofoam—packaging	Y	Styrofoam	Not all sites have Styrofoam pick-up established—contact your Support Services Manager	 
Styrofoam—food (cups, plates)	N	Garbage		 
Test-tube holder - plastic	Y	Rigid Plastic & Tin		
Tetrapaks—Juice	Y	Beverage Containers		
Tin cans	Y	Rigid Plastic & Tin	Must be clean	
Tissue boxes	Y	Mixed Paper	Broken down	
Tubing	N	Garbage	Medical looking	
Urinal-plastic	Y	Rigid Plastic & Tin	Must be clean	
VHS Tape	N	Confidential media		

Item	Recyclable?	Stream	Notes	Picture
Wash buffer/isotone container	Y	Rigid Plastic & Tin		
Water bottle	Y	Beverage Containers		
Water jug	Y	Rigid Plastic & Tin		
Wax Tray	N	Garbage	Can't be recycled because of wax	
Yoghurt cup	Y	Rigid Plastic & Tin	Must be clean	
Ziplock bags	Y	Soft Plastic	Must be clean	