



HELPING TO SOLVE SOLID WASTE PROBLEMS IN YOUR BUSINESS OR INSTITUTION

CITY OF HARRISBURG
DEPARTMENT OF PUBLIC WORKS

No matter what type of operation you are, you must address waste management issues in the workplace. Every facility is different, and therefore the methods of addressing these issues must be different. However, there are many issues that are shared across all types of operations, and many ways that your operation can become a better environmental neighbor and encourage participation among your employees.

The Requirements

The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) requires commercial, institutional and municipal establishments located in Pennsylvania's mandated municipalities to recycle high-grade office paper, corrugated paper, aluminum and leaf waste. In addition, establishments must recycle any other materials included in the municipality's recycling ordinance or regulations, which may include glass, newsprint, plastics, and/or steel and bimetallic cans. As a mandated municipality, businesses and institutions with facilities located within the City of Harrisburg must implement recycling programs.



The City of Harrisburg's recycling requirements are as follows:

- All commercial, institutional and municipal establishments must source separate the following materials:
 - High grade office paper
 - Corrugated cardboard
 - Glass containers
 - Aluminum cans
 - Any other recyclables that may be designated by the City
- Those served by the City's curbside program must set their materials at the curb in the City's blue recycling bins for collection.
- Those not served by the City's curbside program must arrange for the collection and recycling of all designated materials.
- All commercial, institutional and municipal entities must provide written documentation as to the type and weight of materials recycled annually. Reports are due to the City by January 15 of each year on a form provided by the City.

So What Can You Do?

- Take a public stand against waste and pollution. Adopt a corporate policy that waste reduction, reuse and recycling are preferable to waste disposal, incineration or treatment.
- Set a positive tone for corporate or institutional waste reduction, reuse and recycling.
- Assist in selecting an appropriate waste reduction and recycling program for the company.
- Ensure an adequate budget and staff to execute the program.



Recycling Works

CITY OF HARRISBURG
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1690 S. 19th Street
Harrisburg, PA 17104

Phone: (717) 236-4802
Fax: (717) 236-9051

- Provide high visibility for recycling and waste reduction programs.
- Provide incentives for various corporate subdivisions to cooperate with the program.
- Provide incentives to encourage employees to participate in your waste reduction and recycling program.
- Give rewards to employees for waste reduction and recycling efforts.
- Give recognition, bonuses, or other financial awards to employees who offer innovative approaches to waste reduction and recycling.
- Document your company's waste reduction and recycling accomplishments.
- Document your company's waste reduction and recycling cost savings. Consider the true cost of a product in cost accounting (Avoided Cost + Real Cost = Actual Savings). Avoided costs are often difficult to quantify, but including them will provide a truer financial picture.
- Stimulate development and use of products that result in reduced waste.
- Promote development and expansion of markets for recyclables by closing the loop, and Buying Recycled.



For further information...

The following fact sheets are available from the City of Harrisburg's Department of Public Works:

- Recycling at Work: Information for Harrisburg Businesses & Institutions
- Developing a Recycling Program at Work
- Conducting a Waste Assessment
- Recycling in Hospitals & Health Care Institutions
- Recycling in Office Buildings
- Recycling in Hotels & Motels
- Recycling in Manufacturing & Warehouse Operations
- Recycling in Retail Operations
- Recycling in Restaurants and Taverns
- Recycling in Schools, Colleges and Universities
- Recycling in Apartments & Condominiums
- Recycling at Outdoor & Special Events



To obtain one or more of these fact sheets, contact:

City of Harrisburg	(717) 236-4802
Department of Public Works	Fax (717) 236-9051
1690 S. 19 th Street	
Harrisburg, PA 17104	

For more detailed information about implementing a waste reduction and recycling program in your workplace:

Visit the Pennsylvania Department of Environmental Protection website at www.dep.state.pa.us, click on the "Recycling Works" logo, and go to "Commercial Recycling."

The Professional Recyclers of Pennsylvania (PROP) has published "Developing a Waste Reduction and Recycling Program for Commercial, Institutional, Industrial and Municipal Establishments." To obtain a copy, contact PROP at:

P.O. Box 25	e-mail prop@epix.net
Bellwood, PA 16617	www.proprecycles.org
(814) 742-7777	
Fax (814) 742-8838	