

# INDOOR BIN GUIDE & WORKSHEET

## SETTING UP RECYCLING STATIONS IN THREE EASY STEPS



### STEP 1: Assess Your Needs

Review your workflow to determine where waste is generated, including both 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, organics, and garbage. 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<br>(e.g. kitchen areas, bus stations, break rooms, offices, customer serving areas, etc.) | Recycling Bins |      | Organics Bins |      | Garbage Bins |      |
|--|----------------|------|---------------|------|--------------|------|
|  | Have           | Need | Have          | Need | Have         | Need |
| Example: Kitchen prep area   | 0              | 1    | 0             | 1    | 1            | 0    |
|  |                |      |               |      |              |      |
|  |                |      |               |      |              |      |
|  |                |      |               |      |              |      |
|  |                |      |               |      |              |      |
|  |                |      |               |      |              |      |
|  |                |      |               |      |              |      |
| <b>Total Bins</b>  |                |      |               |      |              |      |
| <b>Total Signs Needed</b> (one per bin)<br>Add up “have” and “need” counts                         |                |      |               |      |              |      |
| <b>Total Stickers Needed</b> (two per bin)<br>Multiply sign counts by 2                            |                |      |               |      |              |      |

## STEP 2: Gather Your Materials

Alameda County Waste Management Authority offers a variety of free resources to help Alameda County businesses recycle right and comply with the recycling rules.



### Indoor Bins (three per station)

Review the bins you noted as “needed” in step 1 and determine what sizes and types of bins to purchase for each recycling station.

Many janitorial supply companies offer indoor bins. StopWaste has partnered with vendors Starline and Waxie to provide organics bins for the Free Indoor Food Scrap Bin program\*. Both vendors carry many styles and sizes of recycling and garbage bins as well.

**Starline Supply Company** [www.StarlineSupply.com](http://www.StarlineSupply.com) (888) 362-5326

**Waxie Sanitary Supply** [www.Waxie.com](http://www.Waxie.com) (800) 995-4466

### Choosing the right bin liners

Visit [www.RecyclingRulesAC.org/bags](http://www.RecyclingRulesAC.org/bags) 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!



### Wall Signs (three per station)

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.

Customize your own signs or download pre-made signs at [www.RecyclingRulesAC.org/sign-maker](http://www.RecyclingRulesAC.org/sign-maker).



### Stickers (two per bin)

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.

Using your counts from step 1, order free stickers at [www.RecyclingRulesAC.org/request-stickers](http://www.RecyclingRulesAC.org/request-stickers).

\* 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. Or, to apply, go to [www.RecyclingRulesAC.org/containers](http://www.RecyclingRulesAC.org/containers).



## 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 meeting with all staff and custodians (or in groups, as shifts allow) is best!

### Event Details:

Date \_\_\_\_\_

Time

Location

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### Kick-Off Activities:

- ☐ In-person 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.RecyclingRulesAC.org/bags-to-bins](http://www.RecyclingRulesAC.org/bags-to-bins).

## Additional notes