



## Meeting 4: Begin “Workbook 4: Solid Waste & Recycling”

1. Thank everyone for participating.
2. Ask your leaders to report the progress with the Energy Efficiency Action Steps.
3. Plan how to recycle your office wastes. Read aloud the “Recycling Your Waste” Action Step from Workbook 4 (**provided below**). <https://www.mygreendoctor.org/workbook-4-solid-waste-recycling/>
4. Announce the date for the next meeting, to continue with “Solid Waste & Recycling.”.
5. After the meeting, fill out the Green Team Notes form. Keep it very brief– not more than 5 minutes for the Notes: <https://www.mygreendoctor.org/resources/green-team-notes-form/>



### Recycling Your Waste

Agree to a goal of 100% recycling for your office waste. Learn what materials can be recycled by commercial buildings in your town. Certainly you can recycle newspapers, plastic bottles, glass bottles and aluminum. What about food waste or Styrofoam? Recycling can be complex and may need a committee of 2-4 people to take responsibility for this Action Step. For general recycling advice, try <http://www.recycling-guide.org.uk/rrr.ht>

Issues to discuss:

1. Can we agree to do this?
2. Will the trash collector accept these or will a staff member be taking home our recycled materials?
3. What recycling bins are needed for each office room & for the waiting room? Who will purchase them?
4. Who will monitor the bins weekly, and record how many bins or pounds of materials we recycle?
5. Who will talk with the cleaning personnel to be sure that our recyclable materials are not discarded as common trash?

