

For compliance with
The Waste Bylaw, 2022

Recycling Guide

**Businesses and
Organizations**



saskatoon.ca/businessrecycling



Towards 70%
SASKATOON'S WASTE DIVERSION TARGET

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As of January 1, 2022, all businesses and organizations in Saskatoon are **required to separate recyclable materials** from the garbage.

The new recycling regulation means all businesses and organizations are required to:



Have **separate labelled containers** for garbage and recycling.



Educate employees and tenants annually about which materials are recyclable and how to sort them.



Ensure waste is removed and taken to an appropriate facility.

Enforcement will begin in fall 2023 to give businesses and organizations time to meet the new [Waste Bylaw](#).

Towards 70%
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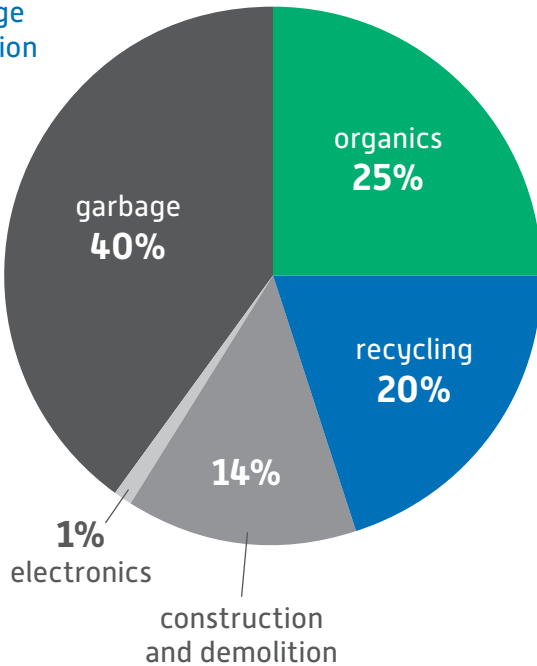
Everyone in our community will be contributing to the goal of **70% waste diversion** from the landfill.



Businesses and organizations generate **68%** of the garbage in our community.

Most of the material collected from these businesses and organizations isn't garbage at all! Much of what is thrown out is paper, cardboard and food that can easily be diverted from landfill.

ICI Garbage Composition



2016 Waste Characterization Study, Dillon, 2cg and City of Saskatoon.



The Bylaw applies to **everyone** regardless of organization size or number of employees or tenants.

Businesses and organizations **may apply for an exemption** if they meet one or more of the following criteria:

- They do not routinely generate recyclable material as part of their day-to-day operation,
- there are risks that cannot be mitigated, or
- there are other reasons outside their control.

To obtain an exemption, businesses may complete a self-declaration form at saskatoon.ca/recycling-exempt stating the reason for exemption and provide supporting documentation. Exemptions will be reviewed for approval by the City of Saskatoon.

Home-based businesses are not included in this regulation as they have access to the residential waste diversion programs. However, they are responsible for the removal of materials that exceed the capacity of their residential containers.

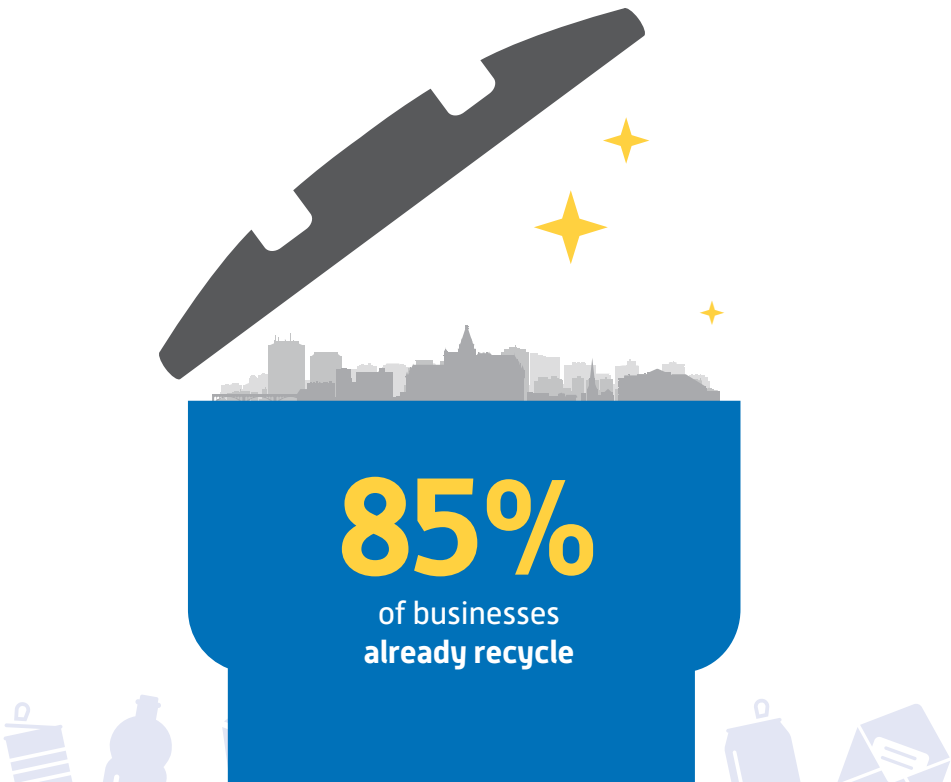


Waste diversion is just good business.

Over 85% of businesses already recycle and 90% of businesses surveyed feel that everyone should do their part.

A successful recycling program not only demonstrates your organization's commitment to sustainability and our community, but can also help your bottom line, conserve natural resources and save valuable space in our landfills.

Waste diversion programs are good for business as they will retain or attract new customers and employees with the same values and illustrate a business's commitment to making Saskatoon a great place to live, work, learn and play.



STEP 1: Understand your waste management needs

What's in your waste?

Identify the types, amounts, and sources of wastes being generated. Waste audits range in complexity and price from a simple visual audit done in-house to a comprehensive audit conducted by a third party.

For more information on conducting a waste audit, including a do-it-yourself guide, go to saskatoon.ca/businessrecycling.



Where's your waste generated?

Consider where your waste is generated and collected to help determine the size, location and number of bins you need. It may be ideal to have multiple small bins indoors at the point of waste generation and a large bin outside for storage and collection.

Walk through your site and see where garbage and recycling bins are right now:

- Are they conveniently located close to where waste is produced?
- Are garbage and recycling containers located together so staff can easily place items in the proper container?



Which services do you need?

The Waste Bylaw requires that businesses have bins in order to divert the same mixed recycling items as residents. This includes:

Mixed Paper and Cardboard



- > Paper, flattened cardboard, file folders
- > Newspapers, flyers, brochures
- > Shredded paper
 - ❗ *Contact your service provider for special disposal instructions.*
- > Magazines, catalogues, paperback books, notepads
- > Kleenex boxes, toilet paper rolls, paper towel rolls
- > Envelopes and paper packing material
- > Food packaging (e.g., cracker boxes)
 - ❗ *Flatten cardboard and remove food residue.*

Aluminum Foil and Tin Cans



- > Beverage cans
- > Food and soup cans
- > Aluminum foil
- ❗ *Note: empty, rinse, and squeeze cans to trap their lids inside. Loose can lids should be thrown in the garbage.*



Food and Beverage Glass



- Food and beverage glass
- ❗ **Note:** *remove caps, empty, and rinse.*

Plastic Containers



- Rigid plastic containers #1–7♻️
- Plastic beverage bottles
- ❗ **Note:** *remove caps and nozzles, empty, and rinse.*

⊘ **Not required to be recycled:**

- ▶ Styrofoam
- ▶ Stretchable plastic film (plastic bags and overwrapping)
- ▶ Black-coloured plastics
- ▶ Plastic containers with warning labels
(Caution, Flammable, Poison, etc.)

Check with your service provider for additional accepted materials.

Unsure what's recyclable and where it goes?

Ask the Wizard! Visit the business recycling search tool at saskatoon.ca/businesswastewizard or download the **Saskatoon Waste Wizard** app to find out where to properly discard your waste.



STEP 2: Contract a waste hauler or do it yourself

How to choose the right provider:

Contact one of the qualified recycling service providers in Saskatoon to discuss your specific needs. Topics to discuss include:

- Types of services and service costs.
 - ▶ Do they collect the recyclable materials required in the City of Saskatoon Bylaw?
- Contract terms, contract duration and payments.
- Quantity, size and frequency of bins and collection.
- Storage spaces, sorting requirements and options.
- Ability to deliver additional services: waste audits, signs, flyers, educational materials, and monthly and quarterly reporting on waste collection.

Visit the **Waste Wizard for Business** to find out options for businesses: saskatoon.ca/businesswastewizard



Self-hauling your recyclables:

Self-hauling is a great solution for businesses and organizations that generate small volumes of recycling. You have the option to take recyclable materials from your business or organization to a public recycling depot in Saskatoon at no cost.

There are currently two locations that accept business recycling:



Cosmopolitan Industries
1300 block Ontario Ave.



Loraas Recycle
1902 1st Ave. North

Note: City of Saskatoon recycling depots located in residential areas are **not** for business use. Unauthorized use of the residential depots is considered "illegal dumping", enforceable through the Waste Bylaw.



If you decide to use a business recycling depot, make sure you follow these basic rules:

- Only dispose of accepted items, as outlined earlier in this guide.
- Items must be loose and unbagged.
 - ▶ *Note: shredded paper should be in tied, transparent bags.*
- Clean, rinse and empty contents from food and beverage containers before recycling. If not, please discard as garbage.
- Recyclable materials placed outside bins will not be collected and are considered litter.
- For your safety, do not enter, tamper with, remove recyclable materials from, or permanently mark recycling bins.

Self-processing or marketing of materials

Since all businesses and organizations are unique, there may be options to reuse or repurpose materials on site or find another business or organization that can use your recyclable materials. These options are permitted under the Bylaw.



STEP 3:

Set up your recycling storage

Best practices for consideration:

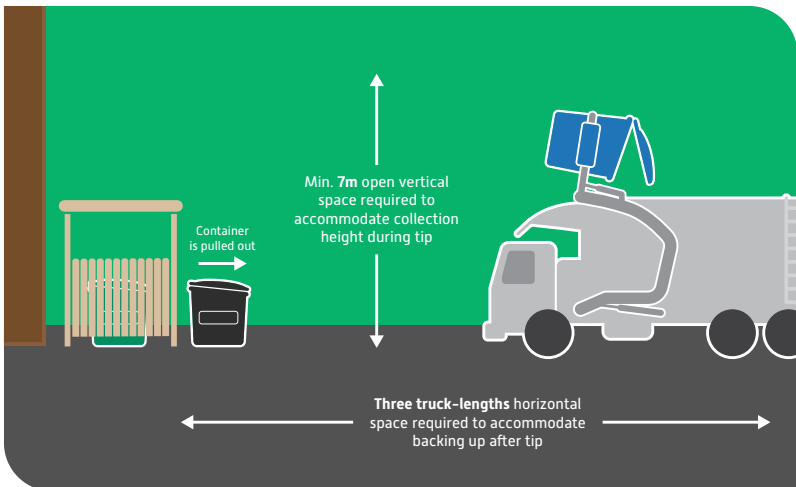
Indoors

- **Be safe and follow fire codes.** Don't block hallways, stairwells, doorways or fire exits. Do not store excessive amounts of recycling or use utility/service rooms for storage.
- **Strategically place containers** in areas where people congregate such as lunchrooms, entrances and exits.
- **Use different sized and shaped holes in the containers or lids** based on your needs. For example, rectangular slots for cardboard-only bins.
- **Position recycling containers** as close to the source of waste as possible. For example, place a paper recycling bin next to the photocopier or printer.
- **Put recycling and garbage bins next to each other** so that no extra effort is required to recycle.
- **Ensure cleaning staff are aware** of the recycling program and how it works.



Outdoors

- **Place bins in an area** that is free of overhanging tree branches, 4ft space from all obstacles (fences, cars, vegetation, etc.).
- **Do not place bin on a sidewalk.**
- **Plan for extra room** to accommodate the upcoming organics program if you generate food or yard waste as part of your operations.
- **If you plan on building fences** around bins please check with your haulers about locking and adequate space for collection.
- **Place bins in a secure area**, and not under eaves or carports or too close to your building (in case of fire).
- **Schedule regular collection** or go on-demand, calling when the bins are full.
- **Ensure your recycling bin does not pose a hazard** to users or impede traffic flow in your parking area.



Tips for storing your waste and recycling bins:

- ▶ **Keep your outdoor collection area clean** to make it easy and safe for your employees, tenants and hauler to access your bins.
- ▶ **Choose a well-lit area** to improve safety and reduce scavenging or illegal dumping issues.
- ▶ **Talk to your recycling service provider** who can offer great resources and advice on how to troubleshoot issues with your waste and recycling bins.

Tips:

- ▶ Some recyclers offer services for specific materials, such as cardboard or paper, instead of recycling that is mixed together. Check with your hauler for sorting guidelines and opportunities to save money.
 - ▶ Tonne for tonne, landfilling costs more than recycling so proper sorting can save your business money.
 - ▶ Ensure your recycling is clean and free of contaminants to ensure it doesn't end up in a landfill.
- ❗ *Unaccepted material as well as wet or dirty recyclables can result in a contaminated load.*



STEP 4: Add signage to your waste stations

Recycling bins need to be clearly identified and accessible to your employees and tenants.

- Use consistent color-coded bins to make recycling easier. Blue is often associated with recycling, black with garbage, and green with organics.



- Use clear signage to encourage recycling. You can access pre-made signage at saskatoon.ca/businessrecycling, speak to your hauler about signage, or develop your own.

Look inside the bins to see the types of recyclable materials that have been thrown in the garbage, or the materials that are contaminating other recyclables. This can indicate which types of materials to focus on when creating signage and educating employees and tenants.



STEP 5: Educate and train your employees and tenants

Set yourself up for success.

The Waste Bylaw requires businesses to educate their employees and tenants annually on the required waste services and how to properly use each one. This training can be quick and fun and will result in much better waste diversion results.

Recycling training checklist:

- ✓ Why is recycling important?
- ✓ What are the Bylaw requirements?
- ✓ What items are recyclable?
- ✓ What items are garbage?
- ✓ Where are bins located?
- ✓ What is the collection schedule?
- ✓ How will participating in waste diversion benefit customers, employees and tenants?



STEP 6:

Elevate your game!

You may already make the effort to recycle, but there are many ways to improve waste reduction and diversion.

Measure progress and discuss waste diversion with your employees and tenants.

Conducting an annual waste audit is a great tool to identify opportunities for improvement. The data can be used to celebrate successes, such as diversion rates, with employees and tenants and start a conversation about recycling issues and solutions.



Right-size your bins and reduce unnecessary collections.

Waste management is most cost-effective when recycling, organics and garbage bins are used to their full potential. It's likely that with new recycling and organics services in place, your garbage bin will be too big. Talk to your service provider about downsizing.

You can also monitor whether your bins are full prior to collection day. If you find they aren't full, you may be able to cut costs by reducing the frequency of collections.

Keep recyclable materials out of the garbage.

Recycling collection is typically less expensive than garbage collection. Educate your employees, tenants and customers to ensure all recyclable materials are kept out of garbage containers to avoid unnecessary costs.

Talk to the experts.

Your business may generate other recyclable materials that aren't accepted in a recycling bin, such as electronics, batteries, textiles, or ink and toner cartridges. There are alternative recycling options available for these materials. Get the **Saskatoon Waste Wizard** app or visit saskatoon.ca/businesswastewizard and use the business search tool for more information, or ask your waste and recycling collection company.



Organic Waste Diversion

COMING SUMMER 2023

As of July 1, 2023, businesses and organizations that generate food or yard waste as part of their operations, such as restaurants and grocery stores, will be required to have separate bins to divert organics and recycling from the garbage.

Stay up to date on
program implementation at
saskatoon.ca/businessorganics