

## **GOALS**

- MDE must recycle 30% of its waste in 2014.
- Additionally, MDE's goal is to recycle 50% of its waste in 2015.

## **STEPS TO REACH MDE'S 50% GOAL**

- Obtain support from the Secretary's Office by May 31, 2012.
- Use results of the MDE employee recycling survey to make recommendations by June 29, 2012, on improving recycling at MDE.
- Ensure that each MDE employee has 2 collection bins by March 15, 2013; one for trash and one for paper recycling.
- Make MDE employees aware of the waste disposal and recycling schedule by Fall 2012. The trash bin will be set out by employees daily for the janitorial staff to empty and the paper recycling bin will be set out every Tuesday and Thursday.
- Beginning April 1, 2013, ensure that every new employee is made aware of MDE's recycling program at their orientation.
- Maintain contact with building management to assure accuracy of waste and recycling totals reported annually to MDE.
- Evaluate the ability to collect additional materials for recycling on an ongoing basis.
- Investigate instituting additional internal education and outreach designed to promote and recognize recycling by June 30, 2013.
  - Reinstitute MDE's Silent Auction that showcased green products and products made with recycled materials.
  - Work with the Employee Involvement Committee on a Swap Meet that illustrates the benefits of reuse.
  - Signs, newsletter, emails that offer tips and reminders.
  - Provide recycling tips on a quarterly basis in the OSA newsletter.
  - Hold a brown bag lunch on recycling and food waste composting at MDE.
- Continuously look for ways to reduce the amount of waste generated. This will decrease the amount of trash generated and in turn may also lower the price paid for trash disposal.
- Set up an email account by March 31, 2013, where employees can report problems and offer suggestions on improving recycling.
- Ensure that all MDE events held after June 30, 2013, have recycling bins.
- On an ongoing basis, meet with MDE's Recycling Team to discuss recycling issues and concerns at MDE.
- By December 31, 2013, survey MDE's field offices to ensure that they have adequate recycling bins to operate a successful program.
- By December 31, 2013, institute a food waste composting program at MDE.