

WORKSHEET E | INTERVIEWING RECYCLING SERVICE PROVIDERS

When looking into starting or improving a recycling program, it is important to research services provided by different recyclers. This worksheet provides a format for organizing information collected while you are researching options. Also, remember that you may be able to negotiate with the service providers, particularly in situations where several service providers operate in the area.

It is important to ensure that storage/collection containers will fit in areas available and will provide ample room for loading/unloading. Most haulers that collect recyclables also collect trash – and do so under the same contract – so you will likely be asking about both recyclables and trash collection services. If your business requires a compactor, be sure to convey that.

In addition to interviewing potential haulers for recycled materials, it is important to understand your current waste hauling contracts, ability to reduce waste container sizes/number of pulls and length of contract. In general, it is recommended that a written contract be developed instead of a verbal agreement. Be certain that the language in the contract is in agreement with your understanding of the services and fees provided.

SERVICES	RECYCLER #1	RECYCLER #2	RECYCLER #3
NAMES			
Materials collected include: <ul style="list-style-type: none"> • PAPER GRADE; • METAL; • PLASTIC; and • OTHER MATERIAL. 			
Is there a minimum VOLUME or WEIGHT REQUIREMENT for collection?			
Is there a FREQUENCY OF COLLECTION SCHEDULE or are ON-CALL SERVICES provided?			
What are the FEES CHARGED for collection of recycling and waste containers?			
What is the FEE FOR MATERIAL PROCESSING or disposal (if applicable)?			
What are the PRICES PAID for materials? (If applicable, indicate material types, how they are sorted and whether loose/baled, etc. and associated revenues per ton.)			
Must recyclables be SEPARATED or can they be MIXED/COMMINGLED?			

Continued on the following page

SERVICES	RECYCLER #1	RECYCLER #2	RECYCLER #3
NAMES			
What are the CONTAINER SIZES AND TYPES AVAILABLE? (Are indoor and/or outdoor containers provided?)			
What are the CONTAINER RENTAL AND/OR MAINTENANCE FEES? (Do they differ for trash and recyclables?)			
Are MONTHLY REPORTS provided showing the tonnages or cubic yards recycled and disposed of?			
Is a BALER PROVIDED for corrugated cardboard or other materials? Is a FEE CHARGED for providing one?			
Is TRAINING PROVIDED? Is a FEE CHARGED for this service?			
Is help PROVIDED TO DESIGN a recycling program and/or conduct a walk-through of the facility? Is a FEE CHARGED for this service?			
What ability/experience is available in providing EDUCATIONAL MATERIALS? What is the COST of this material?			
Can CONTAINER SIZES be "changed out" during the contract? Is a FEE CHARGED for doing so?			
HOW MANY YEARS has this company been in business?			
REFERENCES			