

WIN WITH WASTE

Why throw your waste away? Waste can actually be useful. It can be re-used or recycled. Collect waste for recycling and thereby **win with waste**.

How?

Sort your waste and take it to the nearest drop-off point for recycling.

Set up your own drop-off centre (people bring and you sell).

Set up a buy-back centre (people bring, you pay and then sell).

DROP-OFF POINT

CONTACT recycling companies for advice and ask:

- What do you take?
- Do I need to clean or sort?
- Where can I deliver?
- Do you collect?
- Do you supply bags or drums?
- How much do you pay?

FIND A SITE

- Unused space the size of a double garage
- Accessible to public and collectors
- Check for possible health and safety risks
- Check for possible fire and environmental risks

WHAT WILL YOU NEED?

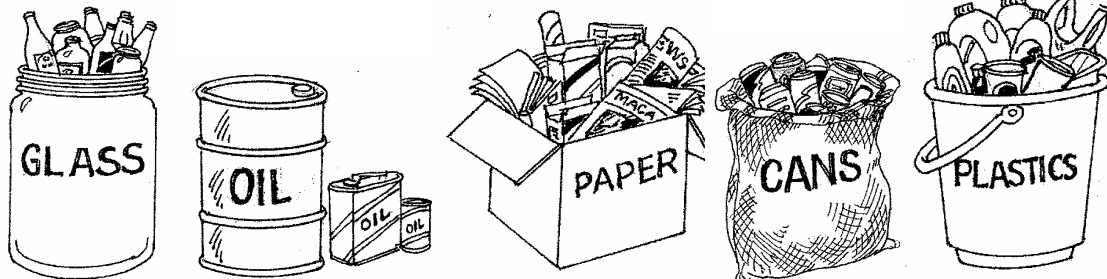
- Available materials for recycling
- Containers available from recyclers
- Labels for containers
- Sorting tables
- Access to telephone
- Signage for the centre
- Security
- Advertising
- Education

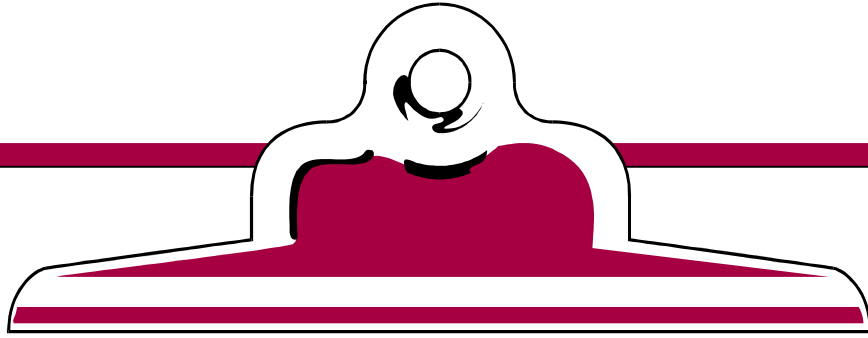
MANAGE THE SITE

Decide who is to :

- Keep the site clean, neat and tidy
- Monitor the containers
- Phone for collection
- Keep record of payments

If you want to be really business-like, read the next few pages to see how to prepare a business plan.





BUY-BACK CENTRE

As with any business, success depends on good research and planning. It is important to do your homework and ask the following questions:

Is there a market for recyclables? Is there a good supply of recyclables?

Get answers to all your questions and decide what you need. Then you will be ready to prepare your business plan

WHERE TO START?

Before you start a buy-back centre

Contact **recycling companies** (National Recycling Forum website www.recycling.co.za) and ask:

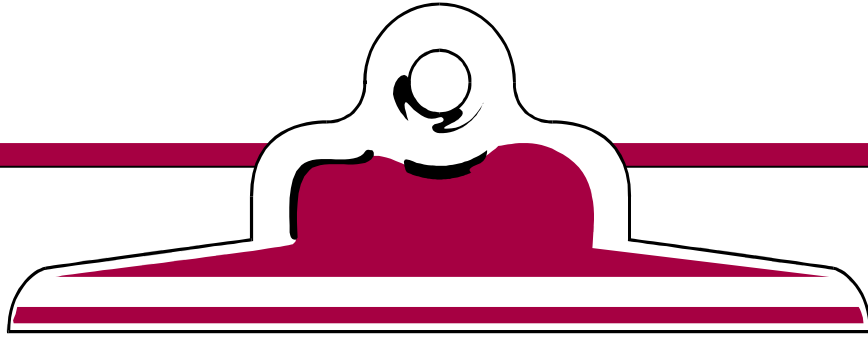
- What do you take?
- Will you take what I can collect?
- Do I need to clean or sort?
- Where can I deliver?
- Do you collect?
- Do you supply bags, drums or containers?
- How much do you pay?
- How can you help me to get started?

Contact your **local municipality** and ask:

- Do I need a permit?
- Do I need to submit building plans?
- How can you help me to get started

CONTACT DETAILS

CANS	Collect-a-Can 011 466 2939
GLASS	The Glass Recycling Company 011 803 0767
PAPER	Mondi Recycling: Gauteng/KZN 0800 022 112 W. Cape 021 931 5106
	Nampak Recycling 0800 018 818
	Sappi Gauteng: 0828767468 W.Cape: 0832271379 Mpumalanga & N.Province: 0832346217 Other provinces: 0832346284
PLASTICS	Plastics Federation of SA 011 314 4021 PETCO 0860 147 738



FIND A SITE

Identify a possible site in your area. Contact recycling companies and your local municipality about a possible site. Ask recycling companies for advice on the layout of the site. Prepare a rough floor plan.

1. Consider:

- central and convenient position
- availability of recyclables
- accessible to public and collectors
- existing building or site
- building site needing alterations
- new undeveloped or unused site
- buy or lease?

2. Estimate your space requirements based on:

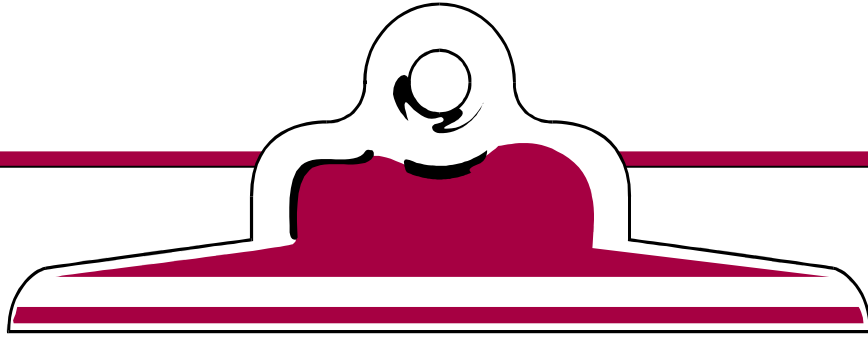
- volumes and type of recyclables to be stored
- period to be stored
- offloading, sorting and storage areas
- containers (type, size and quantity)
- office area
- ablution facilities
- turning space and headroom for vehicles

3. What will you collect?

- Cans
- Glass
- Paper
- Plastics
- Scrap metal, oil, electronic waste

4. Possible source of recyclable materials

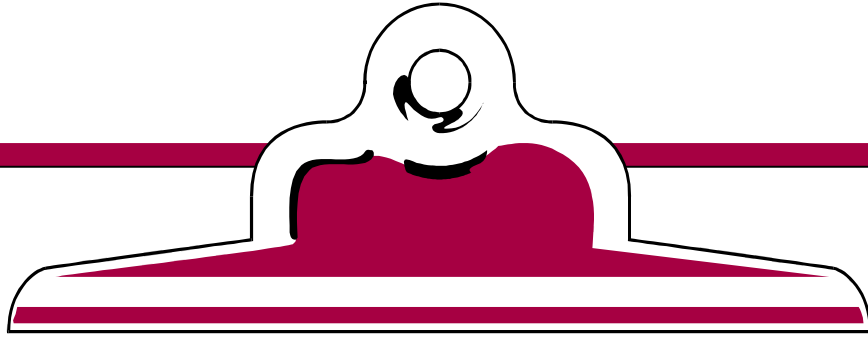
- Community brings in waste
- Litter on streets and veld
- Households
- High consumption areas, e.g. taverns, restaurants, hotels, stadiums, sports fields, outdoor events, shopping centres, schools, picnic spots, offices and factories



WHAT WILL YOU NEED?

Here is a checklist to help you decide

ITEMS	YES	NO	SOURCE?
1. Labour			
Job types			
Quantity			
2. Services			
Water			
Electricity			
Sanitation			
3. Security			
Fencing			
Walls			
Gate			
4. Reception/offloading area			
Position near entrance			
Paving to support heavy trucks			
Paving to prevent mud during rain			
5. Sorting area			
Covered or uncovered?			
Protection from wind and rain			
Paving			
6. Storage area			
Covered or uncovered?			
Paving			
Easy to clean			
Recyclables need protection from rain, storm water runoff and fire			
7. Containers			
Size			
Type			
Quantity			
Closed to prevent wind-blown litter			
Containers for non-recyclables, contaminated waste and general waste from the site			



ITEMS	YES	NO	SOURCE?
8. Equipment			
Scales			
Sorting tables			
Baling machines			
Static compactors			
Office equipment : telephone, computer, printer, furniture			
9. Signage			
Signboards to include: name of site, hours of operation, materials accepted/not accepted, contact details			
Direction signboards - negotiate with local municipality			
10. Transport			
Own trucks			
Negotiate with local waste contractors or local municipality			

OPERATION

1. Collection price

Negotiate with recycling company or nominated agents, but it depends on:

- market demand
- sufficient volumes
- sorting and preparation of recyclables
- quality and level of contamination

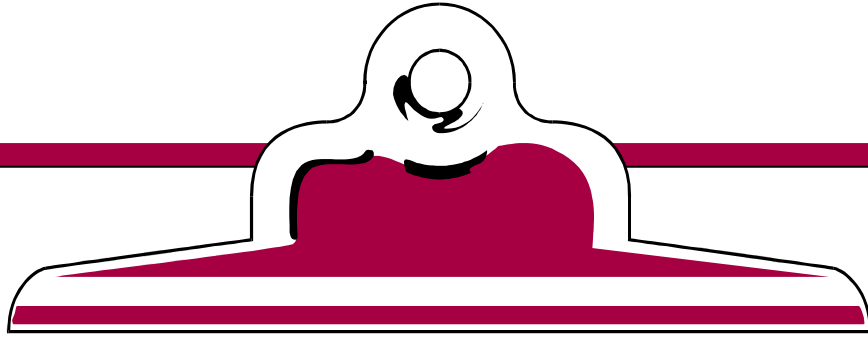
Decide on method and frequency of payment

2. Security

- During hours of operation
- After hours

3. Access control

- Access for vehicles
- Access for public



4. Financial management

- Financial management procedures and controls

5. Buy-back centre management

- Operations
- Finances
- Staff
- Facilities
- Equipment
- Materials
- Safety and health
- Marketing

6. Recordkeeping

- Daily operating records : weights, volumes and types of recyclables collected, received and sold
- Prices paid to collectors
- Prices paid by agents

7. Site management and housekeeping

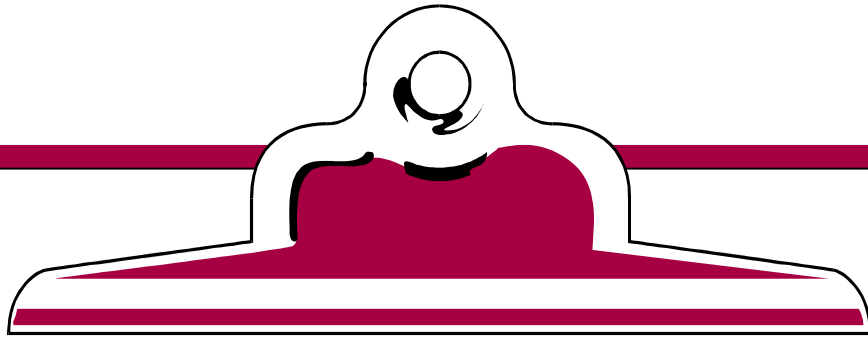
- Keep site neat and tidy at all times to prevent flies, rats, odours, unsightliness and accidents
- Sweep, wash and disinfect the site regularly
- On a daily basis pick up litter inside and outside of the site's fence
- Maintenance of equipment

8. Pollution control

- Drainage system to sewer for stormwater runoff and effluent from site, and equipment cleaning
- Dust and emission control measures
- Open burning control measures
- Noise control measures

9. Safety and emergency

- Safety, emergency and fire protection plans and procedures
- Telephone to contact fire, police, or emergency service personnel in an emergency
- Firefighting equipment
- Protective equipment and clothing
- First aid equipment



10. Staff training

- Sorting and baling
- Operation of equipment
- Safety and emergency procedures
- First aid

11. Publicity and public education

- Local municipality - municipal newsletters, Environmental Health Officers
- Ward committees, Community based organisations
- Recycling companies
- Press, meetings, leaflets, posters, workshops

DRAW UP A BUSINESS PLAN AND A BUDGET

Use the following headings:

1. General

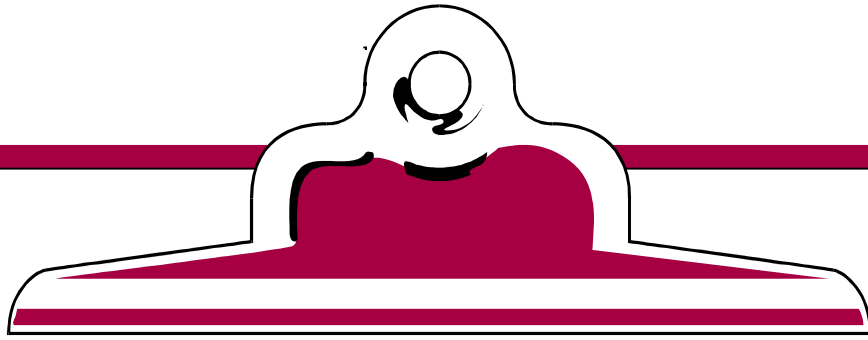
- Name of business
- Physical and postal address
- Contact persons and telephone/fax numbers
- Ownership, management and staffing structure

2. The business

- Description of the business (cans, glass, paper, plastics, oil - delivery to/collection by recyclers)
- Goals of the business
- Area of operation
- Description of the market (available recyclables, source of recyclables, price for recyclables, competitors)
- Start-up capital available
- Working capital available

3. Start-up costs

- Site, building, zozo, containers, labels for containers, transport, scales, sorting tables
- Security, walls/fencing, signboards
- Telephone, office furniture, advertising, education of public
- Cash float



4. Labour requirements

Number and cost

5. First year plan - month by month

- Recycling targets, sources of recyclables
- Price to pay for recyclables, how and to whom you will sell recyclables
- Price you will get for recyclables
- Estimated income and expenditure
- Estimated profit or loss

6. Second year plan

As for first year plan above, but quarter (3 months) by quarter

7. Marketing

- Waste collection – where and how (schools, taverns, restaurants, shops, offices, factories, households, litter pick-ups)
- Advertising and public education – where and how

8. How to keep it going

- Keep the site clean, neat and tidy
- Monitor containers
- Phone for collection
- Keep records of volumes
- Manage money (income and costs)
- Look for new business

GOOD LUCK!



Compiled by Liz Kneale

Institute of Waste Management of Southern Africa

IWMSA is a professional, multi disciplinary organisation with voluntary membership established to promote the science and practice of waste management

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