

# 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?

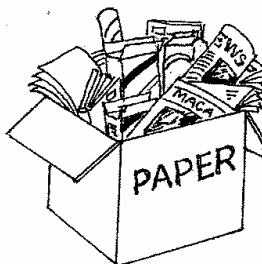
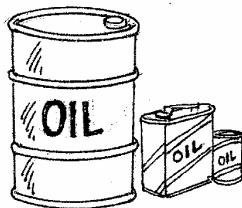
- Available materials for recycling
- Containers available from recyclers
- Labels for containers
- Sorting tables
- Access to telephone
- Signage for the centre
- Security
- Advertising
- Education

### 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](http://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

<b>CANS</b>	<b>Collect-a-Can</b> 011 466 2939	
<b>GLASS</b>	<b>The Glass Recycling Company</b> 011 803 0767	
<b>PAPER</b>	<b>Mondi Recycling:</b> Gauteng/KZN 0800 022 112 W. Cape 021 931 5106	
	<b>Nampak Recycling</b> 0800 018 818	<b>Sappi</b> 0800 072 774
<b>PLASTICS</b>	<b>Plastics Federation of SA</b> 011 314 4021	<b>PETCO</b> 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?
<b>1. Labour</b>			
Job types			
Quantity			
<b>2. Services</b>			
Water			
Electricity			
Sanitation			
<b>3. Security</b>			
Fencing			
Walls			
Gate			
<b>4. Reception/offloading area</b>			
Position near entrance			
Paving to support heavy trucks			
Paving to prevent mud during rain			
<b>5. Sorting area</b>			
Covered or uncovered?			
Protection from wind and rain			
Paving			
<b>6. Storage area</b>			
Covered or uncovered?			
Paving			
Easy to clean			
Recyclables need protection from rain, storm water runoff and fire			
<b>7. Containers</b>			
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?
<b>8. Equipment</b>			
Scales			
Sorting tables			
Baling machines			
Static compactors			
Office equipment : telephone, computer, printer, furniture			
<b>9. Signage</b>			
Signboards to include: name of site, hours of operation, materials accepted/not accepted, contact details			
Direction signboards - negotiate with local municipality			
<b>10. Transport</b>			
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!**



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

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