

# 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 point (people bring and you sell).

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

## DROP-OFF POINT

**CONTACT** recycling companies [see p. 3-4] 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
- Signage/labels for containers
- Sorting tables
- Access to telephone
- Signage for the centre
- Security
- Advertising
- Education

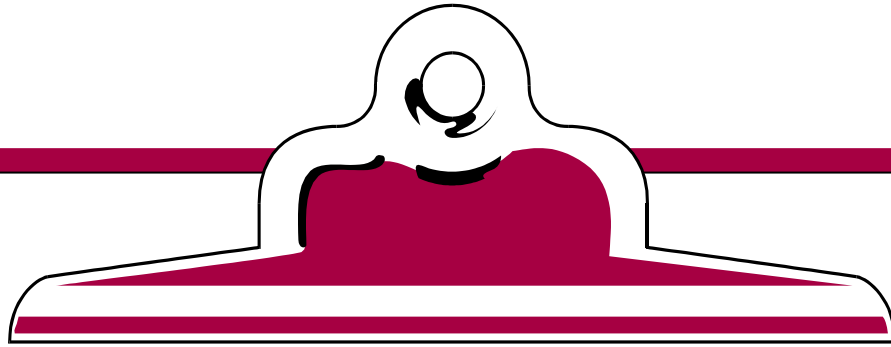
### MANAGE THE SITE

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 project or 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 .....

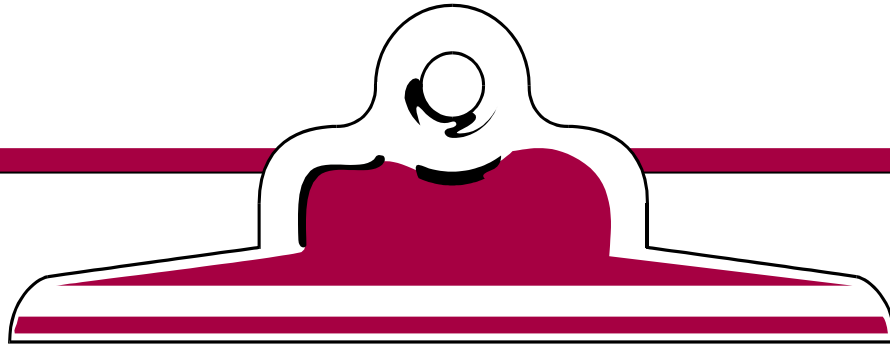
Contact **recycling companies** and ask:  
(National Recycling Forum website [www.recycling.co.za](http://www.recycling.co.za))

- 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?

**SEE NEXT PAGE FOR DETAILED LIST OF CONTACT DETAILS**

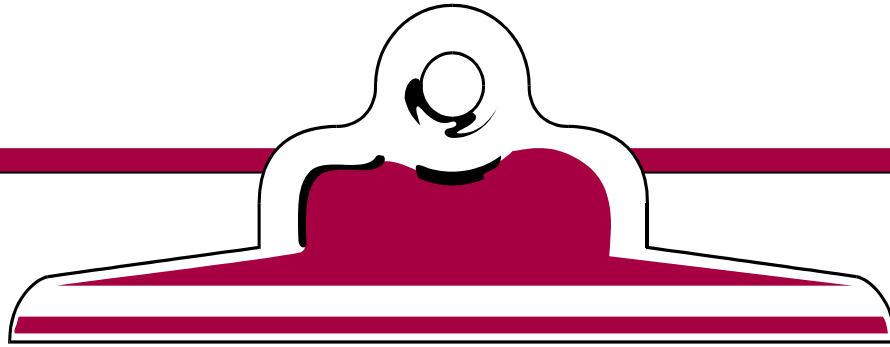
Contact your **local municipality** and ask:

- Do I need a permit or licence?
- 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> Tel +27 (0)11 466 2939	<a href="http://www.collectacan.co.za">www.collectacan.co.za</a> <a href="mailto:info@collectacan.co.za">info@collectacan.co.za</a>
<b>GLASS</b>	<b>The Glass Recycling Company</b> Tel 0861 2 GLASS (45277)	<a href="mailto:info@tgrc.co.za">info@tgrc.co.za</a> <a href="http://www.theglassrecyclingcompany.co.za">www.theglassrecyclingcompany.co.za</a>
<b>PAPER</b>	<b>Paper Recycling Association of South Africa</b> Tel +27 (0)11 803 5063  <b>Mpact Recycling</b> Jhb/Ekurhuleni/Midrand: Pretoria/Centurion: KZN: Tel +27 (0)31 2746600  <b>Nampak Recycling</b> Tel 0800 018 818  <b>Sappi ReFibre</b> Gauteng: Tel 082 876 7468 Mpumalanga & Limpopo: Other provinces:	<a href="http://www.prasa.co.za">www.prasa.co.za</a>  <a href="http://www.paperpickup.co.za">www.paperpickup.co.za</a> Tel +27 (0)11 538 8600 Tel +27 (0)12 386 1381 W Cape: Tel +27 (0)21 931 5106  <a href="http://www.nampak.com">www.nampak.com</a> e-mail <a href="mailto:Recycling@za.nampak.com">Recycling@za.nampak.com</a>  <a href="http://www.sappirefibre.com">www.sappirefibre.com</a> W.Cape: Tel 083 227 1379 Tel 083 234 6217 Tel 083 234 6284
<b>PLASTICS</b>	<b>Plastics SA</b> Tel +27 (0)11 314 4021  <b>PETCO</b> Tel 0860 147 738 Tel 0860 147 738  <b>POLYCO</b>  <b>Polystyrene Packaging Council</b> Tel +27 (0)12 259 0554 e-mail:  <b>SA Vinyls Association</b> <a href="http://www.savinyls.co.za/">http://www.savinyls.co.za/</a>	<a href="http://www.plasticsinfo.co.za">www.plasticsinfo.co.za</a> e-mail: <a href="mailto:enquiries@plafed.co.za">enquiries@plafed.co.za</a>  <a href="http://www.petco.co.za">www.petco.co.za</a> e-mail: <a href="mailto:info@petco.co.za">info@petco.co.za</a>  Tel +27 21 424 0479 e-mail: <a href="mailto:sheryl@ozinsky.co.za">sheryl@ozinsky.co.za</a>  <a href="http://www.polystyrenepackaging.co.za">www.polystyrenepackaging.co.za</a> <a href="mailto:info@polystyrenepackaging.co.za">info@polystyrenepackaging.co.za</a>  Tel 082 444 6866 e-mail: <a href="mailto:info@savinyls.co.za">info@savinyls.co.za</a>
<b>OIL</b>	<b>ROSE Foundation</b> Tel +27 (0)21 448 7492	<a href="http://www.rosefoundation.org.za">www.rosefoundation.org.za</a> e-mail: <a href="mailto:usedoil@iafrica.com">usedoil@iafrica.com</a>
<b>e-WASTE</b>	<b>e-Waste Association of SA</b> Tel +27 (0)31 575 8119	<a href="http://www.ewasa.org">www.ewasa.org</a> e-mail: <a href="mailto:info@ewasa.org">info@ewasa.org</a>
<b>CARTONS</b> (Beverage)	<b>Tetra Pak South Africa</b> Tel +27 (0)11 570 3000	<a href="http://www.tetrapak.com/za/">www.tetrapak.com/za/</a>



## **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:**

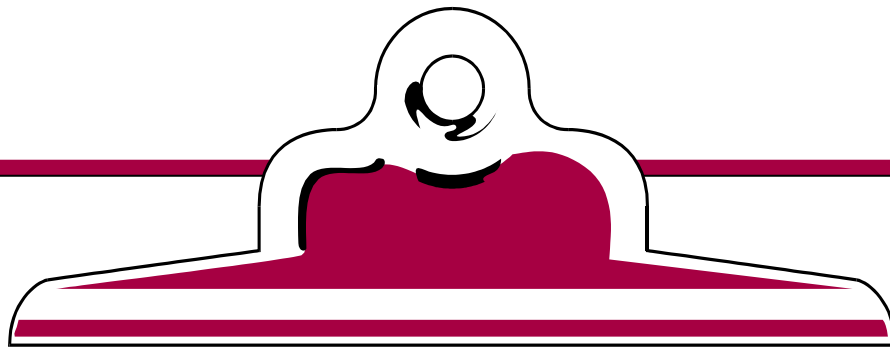
- volumes and type of recyclables to be stored
- period to be stored
- offloading, sorting and storage areas
- containers (type, size and quantity)
- office area
- ablution facilities
- turning space and headroom for vehicles

### **3. What will you collect?**

- Cans
- Glass
- Paper
- Plastics
- Used oil, electrical and electronic waste, scrap metal

### **4. Possible source of recyclable materials**

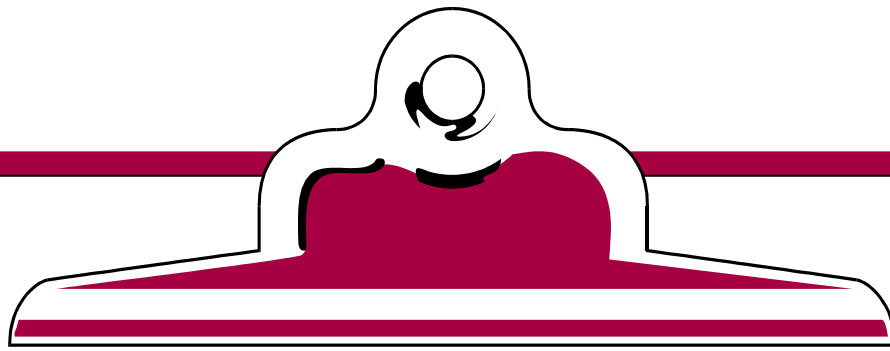
- Community brings in waste
- Litter on streets and veld
- Households
- High consumption areas, e.g. taverns, restaurants, hotels, stadiums, sports fields, outdoor events, shopping centres, schools, picnic spots, offices and factories



## 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. Payment area (secure)</b>			
Cash box			
Security for cashier			
<b>6. Sorting area</b>			
Covered or uncovered?			
Protection from wind and rain			
Paving			
<b>7. Storage area</b>			
Covered or uncovered?			
Paving			
Easy to clean			
Recyclables need protection from rain, storm water runoff and fire			
<b>8. Equipment</b>			
Scales			
Sorting tables			
Baling machines			
Static compactors			
Office equipment: telephone, computer, printer, furniture			



ITEMS	YES	NO	SOURCE?
<b>9. Containers</b>			
Size			
Type			
Quantity			
Closed (to prevent wind-blown litter)			
Secure (to prevent pilfering)			
Containers for contaminated waste, non-recyclables, general waste from site			
Labels/signage for containers			
<b>10. Signage</b>			
Signboards to include: name of site, hours of operation, materials accepted/not accepted, contact details			
Direction signboards - negotiate with local municipality			
<b>11. Transport</b>			
Own trucks			
Negotiate with local waste contractors or local municipality			

## OPERATION

### 1. Collection price

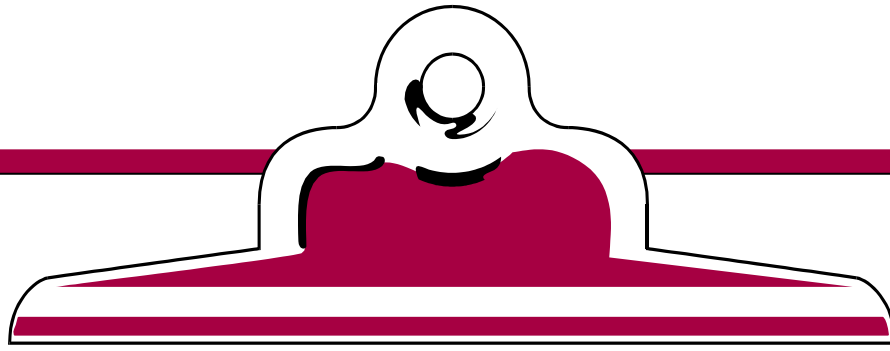
Negotiate with recycling company or nominated agents, but it depends on:

- 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. Buy-back centre management (procedures and controls)**

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

**5. Recordkeeping**

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

**6. Site management and housekeeping**

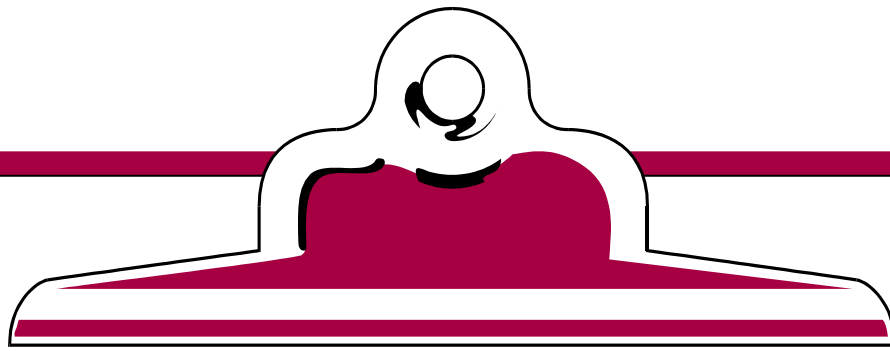
- Keep site neat and tidy at all times to prevent bees, flies, rats, odours, unsightliness and accidents
- Sweep, wash and disinfect the site regularly
- On a daily basis pick up litter inside and outside of the site's fence
- Maintenance of equipment

**7. 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

**8. Safety and emergency**

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



### **9. Staff training**

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

### **10. Publicity and public education**

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

Click on [My Waste](#) or e-mail [info@mywaste.co.za](mailto:info@mywaste.co.za) to advertise your drop-off or buy-back centre free of charge

## **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

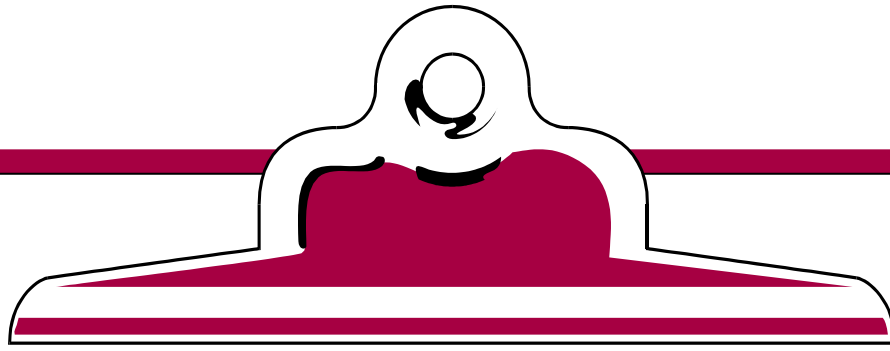
### **2. The business**

- Description of the business (cans, glass, paper, plastics, oil, electronic waste - 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, type 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

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

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