

WIN WITH WASTE

How to set up a recycling drop-off point or buy-back centre

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. Click on [My Waste](#) to find your nearest drop off-point.

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] 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 draw up a business plan.



BUY-BACK CENTRE

As with any project or business, success depends on good research and planning. 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:

- 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 LIST OF CONTACT DETAILS
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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

CANS	Collect-a-Can Tel +27 (0)11 466 2939	www.collectacan.co.za e-mail: info@collectacan.co.za
GLASS	The Glass Recycling Company Tel 0861 2 GLASS (45277)	www.tgrc.co.za e-mail: info@tgrc.co.za
PAPER	Paper Recycling Association of SA www.recyclepaper.co.za Tel +27 (0)11 803 5063	e-mail: info@pamsa.co.za
	Mpact Recycling Tel +27 (0)11 538 8600	www.mpactrecycling.co.za
	Neopak Recycling Tel +27 11 799 7111 e-mail: info@neopakrecycling.co.za	www.neopakrecycling.co.za
	Sappi ReFibre W.Cape: All Other provinces:	www.sappirefibre.com Tel +27 (0)31 713 1473 Tel +27 (0)13 741 3378
PLASTICS	Plastics SA Tel +27 (0)11 314 4021 e-mail: Rimeij.davey@plasticsSA.co.za	www.plasticsinfo.co.za
	PETCO Tel 0860 147 738	www.petco.co.za e-mail: info@petco.co.za
	POLYCO Tel +27 (0)21 531 0647	www.polyco.co.za
	SA Vinyls Association Tel 082 444 6866	www.savinyls.co.za e-mail: info@savinyls.co.za
	Polystyrene Association of SA www.polystyrenerecyclingnetwork.com Tel +27 (0)21 010 1493 e-mail: Adri@polystyrenesa.co.za	
AEROSOLS	AMASA Tel +27 (0)11 234 0467	www.aerosol.co.za email: execdir@aerosol.co.za
CARTONS (Beverage)	Tetra Pak South Africa Tel +27 (0)11 570 3073 e-mail: Agripa.Munyai@tetrapak.com	www.tetrapak.com
e-WASTE	e-Waste Association of SA Tel +27 (0)31 535 7146	www.ewasa.org e-mail: info@ewasa.org
METALS	Metal Recyclers Association of SA	www.mra.co.za e-mail: info@mra.co.za
OIL	ROSE Foundation Tel +27 (0)21 448 7492	www.rosefoundation.org.za e-mail: usedoil@iafrica.com
TYRES	SA Tyre Recyclers Tel +27 (0)21 577 1704	www.satyrerecyclers.co.za

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
- Tyres

4. Possible sources of recyclable materials

- Community brings in waste
- Litter on streets and veld
- Households
- Shopping centres
- Schools
- Offices
- Factories
- High consumption areas, e.g. taverns, restaurants, hotels, stadiums, sports fields, outdoor events, parks and picnic spots.

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

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

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 and containers neat and tidy at all times to prevent bees, flies, rats, odours, unsightliness and accidents
 - Sweep, wash and disinfect the containers and 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 storm water 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, baling and weighing
 - 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 or phone 011 902-1744 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/e-mail details
- 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 needed and available
- Working capital needed and available

3. Start-up costs

- Site, building, zozo hut, 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-by-quarter (every three months)

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

GOOD LUCK!



Compiled by Liz Kneale

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