

ENVIRONMENTAL BIOLOGY SPECIAL ASSIGNMENT

RECYCLING PROGRAM

CRITERIA FOR ASSIGNMENT:

5 PAGES AT LEAST plus your drawings and charts, FONT 12, TYPED, DOUBLE SPACED, REFERENCES REQUIRED ON LAST PAGE.

1. Start your paper by telling me what you want to do after you get your college degree. Imagine the perfect job. Give me your title and job description. If you are unsure, pick a vocation that sounds interesting and use that one. Name the business you will be working at or will own. Hint: if it's a large industry, they may have a building key online, even if it is an escape route for fire or disaster preparedness.
2. You have been told to create a recycling program at your job. List the steps involved in completing this task. List any online sources you actually use to make your list. Insert your list of sources into this section, and on your Works Cited page.
3. Create a budget for your project, with different vendors you will be ordering or getting bids for your bins and other supplies. Submit a budget page with number of bins, place you are ordering from, price and number of rooms or structure areas you are using at your facility. Use at least 2 or 3 places from which you may be ordering bins and getting bids. Give website links. Copy and paste how the bins look with the various labels for bin types. You may put these on a separate page if you like.
4. Draw your buildings involved in your place of work and place colored dots where your bins will be located. Color code them for whatever items you choose to recycle. This is on a separate page from the budget. Place the color coded key at the bottom of the page.
5. Explain how you will deal with promoting your recycling plan to other employees and superiors. Denote the key employees that will be most involved in the actual recycling, such as custodians, secretaries, etc.
6. If you are the program coordinator, list what job positions will be included on your recycling team or committee to manage the recycling program.
7. Look up recycling laws in your state and copy and paste what is pertinent to your recycling program. Designate where you got this law, whether federal or state or mandated by the business.
8. Where will you sell or donate your recycled materials? For the materials you will be recycling, what is the price, as of Nov. 1, 2013 for your recycled goods to be sold?
9. What memos or training sessions do you think you should send out or do, and who should be invited or trained?
10. How will you assess the success of your program?