

**Key parameters necessary in determining appropriate dock space.**

**Scope**

**Review the Scope of the recycling program:**

What materials are expected to be recycled?  
 What quantities of recycled materials are expected?

*(Please see HospiCycle Sections: Checklist to Assess Readiness and Guide to Developing a Business Case to help develop the scope of the recycling program.)*



**Recycler Logistics**

**Review Recycler logistics:**

How are recycling services priced? By number of pickups? By quantities recycled? By type of materials?  
 Does the recycler require segregation of materials? Or will some materials be segregated to increase value/decrease cost? (Some materials are more valuable if they are segregated.)  
 What type of equipment and containers can the recycler work with? Compactors? Dumpsters? Bins? Totes?

*(Please see HospiCycle Section: Finding a Recycling Partner that provides guidance in identifying and selecting a recycler.)*



**Infrastructure Assessment (Internal and External)**

**Identify the dock that is most suitable for your recycling program, based on:**

- Proximity to recycling activities
- Proximity to existing recycling equipment such as balers, compactors, dumpsters, totes, etc.
- Availability of space within the dock and in adjacent areas
- Ease of access for internal transfer of recyclables
- Ease of access for recycler

**Lay out the amount of space that is available for your recycling program:**

- dock space
- adjacent internal space for segregation, processing, storage, transfer
- adjacent exterior areas

Consider flow of materials between each area. Identify and review the footprint for any existing and/or additional equipment (compactor, baler, dumpster, etc) that is needed.



**Materials Logistics**

**Map the flow of the waste streams that will be recycled, considering the following:**

Is all recycling material going to be collected in one point or are there other areas or docks that collect certain materials or collect materials from certain areas?  
 Is any sorting or segregation of material going to be performed and where?  
 Will certain recycling equipment (baler, compactor, etc.) be required for certain recyclables?  
 Where will your recycler pick up materials?  
 How often will your recycler pick up materials?  
 Consider the most economically feasible combination of equipment and pickup scheduling. For example, if your facility is charged by the bin, a larger bin with a compactor may be needed to accommodate larger quantities of recyclables.



**Additional Considerations**

Consider other operations happening on and around your dock.  
 Work closely with your recycler partner and internal key stakeholders to ensure the dock layout works for everyone.  
 Consider internal resources, such as materials management and logistics, to help with developing the optimum dock layout.  
 Consider regulatory requirements applicable to the recycling dock area that might be related to fire hazard and other aspects of the regulation.

