

# Recycle Florida Today Environmental Sustainability Award Submission

Outstanding Private Company

*May 2020*



# Recycle Florida Today Submission Details

## *Commercial Recycling Roadmap to Success*

### PROJECT OVERVIEW:

Coke Florida's Environment, Health, Safety and Sustainability (EHSS) Program has always had a central focus on commercial recycling at our facilities. However, our recycling program wasn't clearly stated in corporate policy, nor did the program follow written processes or guidelines. In the beginning of 2020, we decided to change that – by providing detailed guidelines, process maps, and standardized labels.

For our 2020 Environmental Sustainability Awards submission to Recycle Florida Today, we submitting details from this internal process as a Commercial recycling best practice. There are several resources available to companies that are looking to improve or expand upon their Commercial Recycling programs, however, very few offer detailed workstream maps, processes and/or training for those responsible for a successful program. **Our hope is that by sharing the solutions that have worked for us, we can help other companies on their journey towards a successful commercial recycling program.**

### PROJECT CONTENTS:

- Making Recycling a Corporate Policy
- Integrated Management System (IMS) and Accountability
- Recycling Procedures
- Process Mapping for Wastes and Recycling
- Coke Florida's Waste Managing and Recycling Process Maps
- Coke Florida's Standardized Recycling Labels and Signage
- Recycling Bin Infrastructure and Design
- Training and Learning Management Systems

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# Making Recycling a Corporate Policy

## WHY?

Coca-Cola Beverages Florida (Coke Florida) recognizes its role as a leader in the community to set forth environmental policies and promote responsible stewardship of the natural resources under its influence. The overall purpose of developing a recycling policy is to set forth standards and organizational processes aimed at waste minimization, recycling, and diversion of recyclable materials from landfills.

Our Waste Managing and Recycling standards follow the Environmental Protection Agency's (EPA) Sustainable Materials Management Hierarchy, starting with source reduction and reuse as most preferred method of managing waste.

## ABOUT

All departments that generate waste at Coke Florida should make waste minimization and recycling a top priority and an integral component of their daily operations. Each department shall consider the life-cycle costs and environmental aspects associated with purchases and are encouraged to purchase items with recycled content and minimal wastes and packaging as appropriate.

## OBJECTIVES

- Reduce and reuse waste at the source.
- Donate items of value to community partners.
- Increase the total volume of waste materials diverted from landfills to recycling processes.
- Ensure long term viability of facility recycling operations through ownership, coordination, and managerial oversight.
- Promote recycling practices and procedures throughout the organization.
- Comply with Federal and State mandates in recycling processes.



Source: [EPA, 2020](#)

# Integrated Management System (IMS) and Accountability

## *Managing Safety and Quality at Every Level of the Organization*

Our Integrated Management System (IMS) and KORE Standards have great internal reporting, accountability, compliance and risk management implications. They are integral in each of our corporate responsibilities, including waste managing and recycling.

### **INTEGRATED MANAGEMENT SYSTEM (IMS)**

Coke Florida uses an Integrated Management System (IMS), which involves the management of safety and quality at every level of the organization, including suppliers, production, customers, and more. This allows Coke Florida to achieve increased customer satisfaction and continuously improve the quality of products. Teamwork is imperative throughout every step in the production process, and each employee understands their job/roles, thus improving morale and motivation, overall increasing productivity. IMS practices can also increase customer involvement as through customer feedback. Overall, IMS reduces waste and costs and can provide a competitive advantage.

### **KORE STANDARDS: COCA-COLA OPERATING REQUIREMENTS**

The Coca-Cola Operating Requirements (KORE) define the policies, standards and requirements for managing safety, the environment and quality throughout our operations. To guide us in working to achieve a safe work environment for our associates, KORE defines a rigorous set of operational controls to manage known risks. These controls generally align with top global requirements and consensus standards. As of 2015, unannounced audits have become routine with few exceptions, and all Safety and Environment audits previously performed by external auditors were internalized.

Standards from the International Organization for Standardization (ISO) within the KORE Standards that must be met by Coke Florida include:

- Food Safety: ISO 22000
- Quality: ISO 9001
- Safety: BS OHSAS 18001 and ISO 45001
- Environmental: ISO 14001

# Recycling Procedures

Coke Florida's recycling operations cover single-stream and alternate recycling streams. Every associate and facility shall recycle materials as current recycling streams allow.

## SINGLE - STREAM RECYCLING

- Mixed Paper
- Cardboard
- Plastic Containers
- Aluminum cans
- Steel Cans
- Glass (where acceptable)



## ALTERNATE RECYCLING STREAMS (include but are not limited to)

- Motor Oil
- Antifreeze
- Refrigerants
- Tires
- Batteries
- Toner Cartridges
- Scrap Metal
- Construction Debris
- Pallets
- Electronic Waste (E-Waste)
- Clear Shrink Wrap
- Colored Shrink Wrap
- Corrugated Cores
- Plastic Glides
- PET Strapping
- Syrup Drums
- Plastic Pails
- Preforms
- Scrap Wood
- Plastic Caps
- Styrofoam Packaging
- Retired Tractors
- Retired Refrigeration Equipment

# Process Mapping for Wastes and Recycling

## *With Policy Comes Process*

### WHAT IS PROCESS MAPPING?

Process Mapping is performed by teams of Subject Matter Experts (SME) that gather to draw step-by-step diagrams to document how day-to-day work is processed. There are many advanced process development tools available online, which are often used by consultants and business professionals to capture the current state of business operations in preparation for business improvement initiatives.

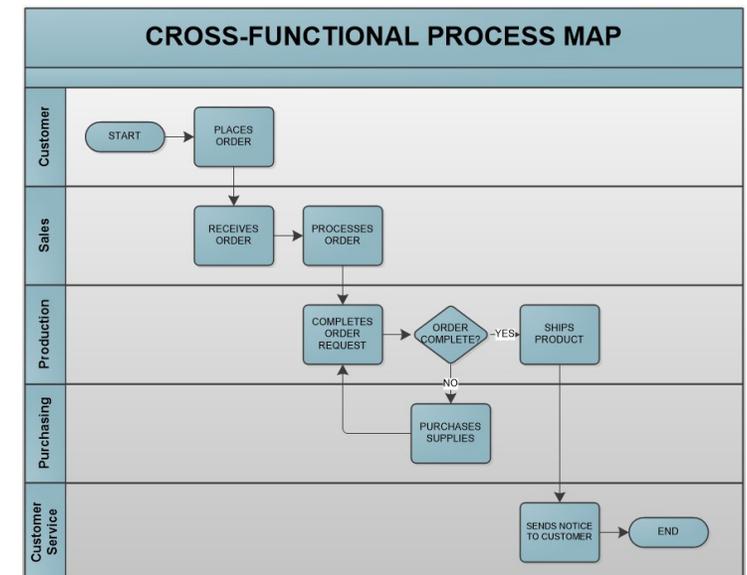
### PROCESS MAPPING FOR COMMERCIAL RECYCLING

Commercial recycling can become very difficult to manage, especially with many alternate recycling streams needing collection and segregation. Process mapping can help organizations eliminate confusion amongst associates, which leads to increased quality and productivity. In Coke Florida's processes for managing wastes and recycling, you'll see that many roles are responsible for the overall success of the program; including EHSS Managers, Plant Managers, Management Systems Facilitators, Inventory Managers, Maintenance Managers, and their respective teams.

### BENEFITS

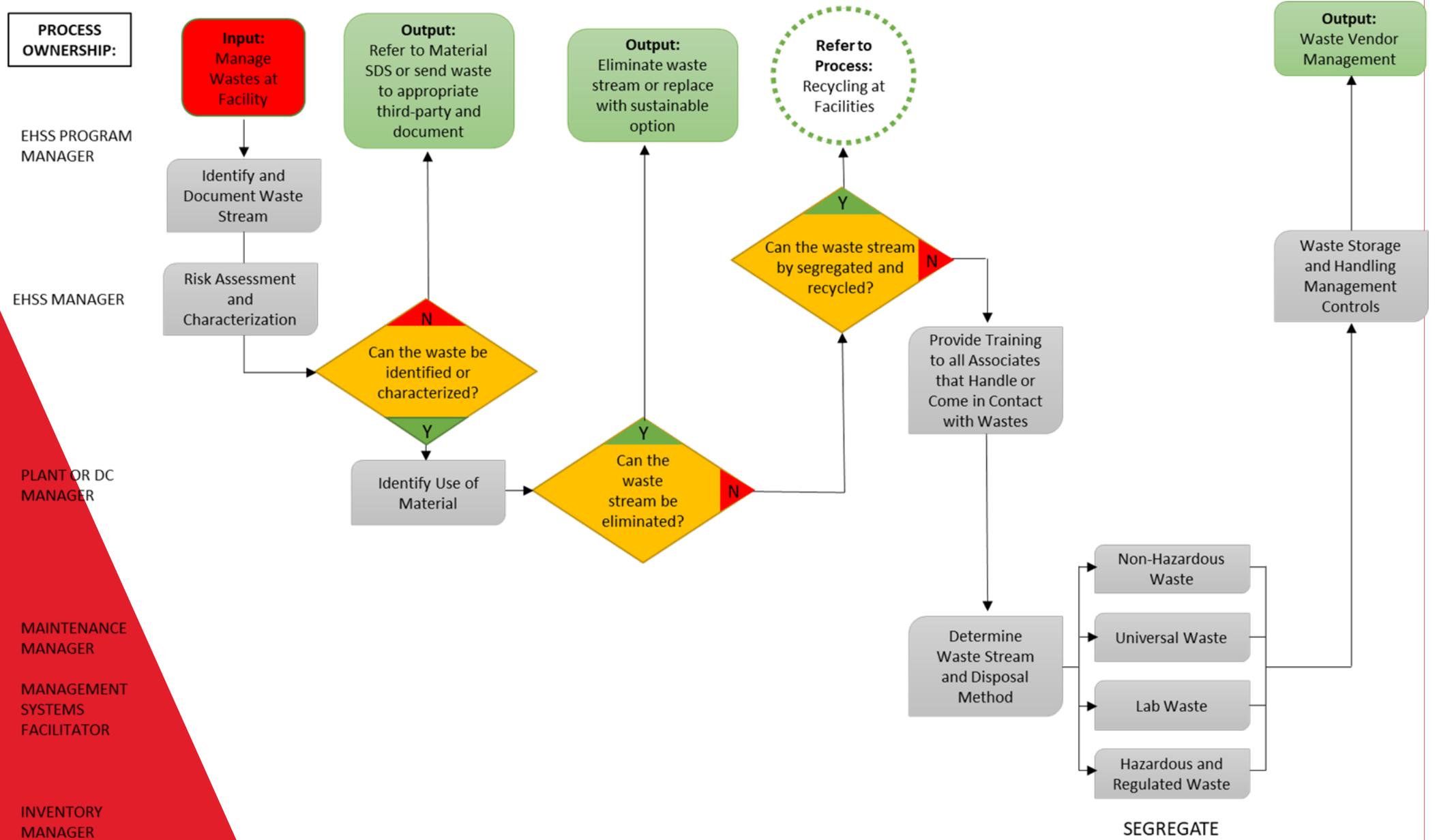
According to BA Times, additional benefits that can be realized from process mapping include:

- Launch Business Improvement Initiatives
- Increase Staff Productivity
- Implement New or Decommission Old Systems
- Quickly Streamline Business Processes
- Protect Knowledge Capital

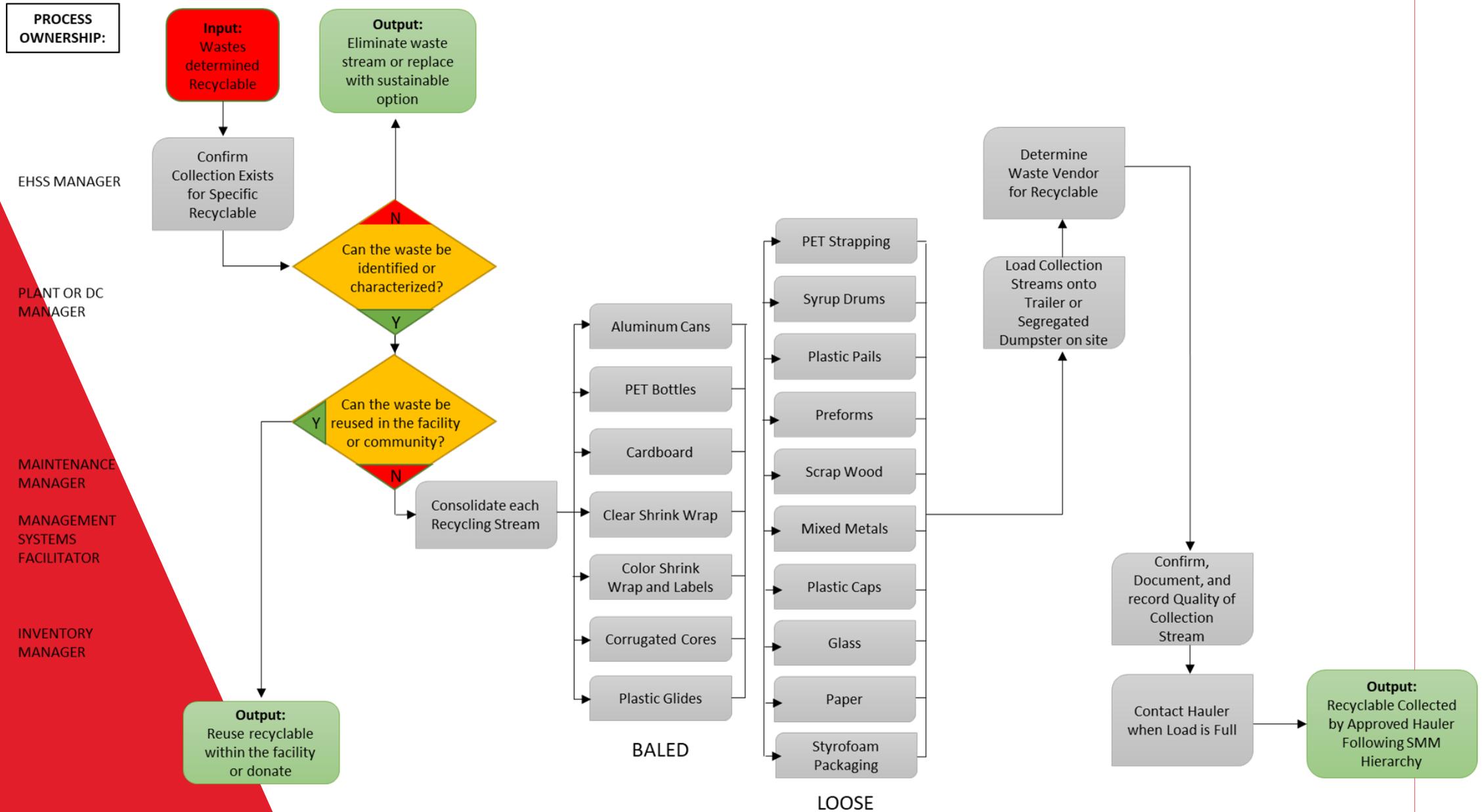


Source: [BA Times, 2020](#)

# Coke Florida: Waste Managing Process



# Coke Florida: *Recycling at Facilities* Process

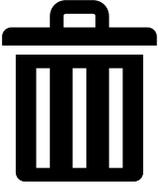


# Coke Florida: *Standardized Labels and Signage*

## *Consistency is Key*

### RECYCLING LABEL SYSTEM

To meet our vigorous Zero Waste to Landfill goals, standardized recycling infrastructure throughout our facilities is necessary to ensure that all wastes go in the correct place. Recycling is an integral part of Coke Florida's sustainability strategy, and our associates and visitors are required to always recycle at our facilities. This list does not include Hazardous or Universal Wastes, as these regulated wastes will follow specific guidelines, per their appropriate policies.

NON-HAZARDOUS WASTE	NON-HAZARDOUS WASTE	NON-HAZARDOUS WASTE	NON-HAZARDOUS WASTE	NON-HAZARDOUS WASTE	NON-HAZARDOUS WASTE
 <b>SHRINK WRAP</b>	 <b>PLASTIC BOTTLES</b>	 <b>WOOD</b>	 <b>ALUMINUM CANS</b>	 <b>PAPER</b>	 <b>GARBAGE</b>

## Coke Florida: *Standardized Labels and Signage* (continued)

### *Clarity and Inclusion are Just as Important!*

#### **RECYCLING LABEL SYSTEM – Spanish Translation**

According to the most recent U.S. Census data available, 29.1% of Florida households report that they sometimes or always spoke a language other than English at home. The most common second language spoken in Florida is Spanish. By providing a translation and having our recycling infrastructure reflect both English and Spanish, we can have more clarity and inclusion in our facility recycling programs.



# Coke Florida: *Infrastructure and Design*

## OPTIONAL NEW BINS

Coke Florida has facilities in 17 territories across 47 counties in Florida. By standardizing our recycling system across all facilities, our color-coding system can be significantly more effective. Each facility has the autonomy to use their budgets on new improvements and infrastructure given their specific needs. If the facility needs brand new recycling infrastructure, one great option is BRUTE by Rubbermaid.



Source: [Grainger](#)

## UPCYCLED BINS

Additionally, most of our facilities choose to reuse 35-gal and 55-gal syrup barrels for recycling. To do so, a designated associate will need to safely remove the top off the syrup barrel using required PPE. These barrels also require a lid and standardized vinyl label.



# Coke Florida: *LMS Recycling Training*

## *Training Helps Employees Realize Their Goals*

### **LEARNING MANAGEMENT SYSTEM (LMS)**

Coke Florida has nearly thirty Environment, Health, Safety and Sustainability (EHSS) policies and corresponding, routine online training for each through an online Learning Management System (LMS). EHSS training in every industry is often developed and administered to teach about safe procedures and/or meet a regulatory need. It's not very often that training is specifically developed to meet company sustainability goals.

We are proud and excited to now offer routine training on all our sustainability key focus areas: Recycling, Water Stewardship, Resiliency, and Litter & Waste Reduction. The LMS training available to associates covers basic concepts and best practices for recycling at work and at home.

### **ENGAGEMENT AT HOME**

As one of our Sustainability key focus areas, Recycling is immensely important to Coke Florida, both at work and at home.

During April 2020, we all celebrated Earth Day during a strange time - as a global health crisis was amongst us. Typically, Coke Florida associates would engage in cleanups and sustainability initiatives throughout the state. Because this was not an option this April, we provided online Earth Day toolkits and encouraged our associates and their families to post of proper recycling at home photos on our internal social media channel.



Capture from Coke Florida Recycling LMS

# Thank you, Recycle Florida Today!



Enjoy a Coke  
**RECYCLE**  
the bottle.

Since 2008, we have placed more than more than 150,000 recycle bins in communities across the United States and Canada. Some of these donated bins can be found on the National Mall in Washington, D.C., where we worked with the National Park Service to establish a sustainable recycling program. More than 200 tons of recyclables were collected in the program's first year. Working through Keep America Beautiful, the Coca-Cola Bin Grant Program has awarded more than 20,000 recycling bins to communities, colleges and special events. And, each year, our Recycling Education Vehicles travel across the United States and Canada, talking to consumers at more than 250 events about the importance of recycling.

