



Institute of
Waste Management
of Southern Africa

Win with Waste for Entrepreneurs

How to turn waste into cash

Waste is part of our everyday lives. Everything we buy and do creates waste. Why throw your waste away? Waste can actually be useful. It can be re-used or recycled. Collect waste from people who don't want it and sell it to people who do.

Win with Waste by turning it into cash.

How?

- Collect recyclable materials and sell to buyers
- Collect recyclable materials and transport to buy-back centres or depots and sell
- Set up a buy-back centre - people bring, you pay and then sell

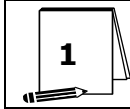
WHERE TO START?

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

Do your homework. Find answers to all your questions. Decide what you want to do and what you will need.

Then you will be ready to prepare your business plan.





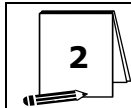
MAKE CONTACT

Contact **recycling companies** for advice and ask your questions. See pages 4 and 5 for contact details or visit the National Recycling Forum website www.recycling.co.za

- Is there a market for recyclable materials?
- Is there a good supply of recyclable materials?
- What materials do you accept and what don't you accept?
- Do you supply trolleys for collectors?
- Do you supply bags, drums or containers?
- Do we need to clean and sort?
- Can you supply names of local agents or buyers?
- Can you supply addresses of local depots and branches?
- How much do you pay?
- What do I need to collect, transport, or store materials?
- What do I need to set up a buy-back centre?
- Can you help me to draw up a site plan?
- What are the health, safety, fire and environmental risks?
- What about security?
- Do you provide training?
- What other options are available? (collection agent, container servicing agent, contracts)
- Do I need to register with you?
- What documents will I need?
- How can you help me to get started?
- Do you provide start-up finance?
- Do you have information on possible sources of finance?

Contact the solid waste department of your **local municipality** and ask:

- Which municipal by-laws or other laws apply
- Do I need to register as a collector, transporter or buy-back centre operator?
- Do I need a permit, licence or permission?
- How and where do I apply?
- Do I need to fill in any legal documents?
- What legal documents do I need?
- Do I need to submit building plans?
- Can I start while I wait for my permit or licence?
- How can you help me to get started?
- Do you provide start-up finance?
- Do you have information on possible sources of finance?



LICENSING AND REGISTRATION

Waste management licenses and registration on the national [South African Waste Information System](#) (and provincial waste information systems where applicable) are required. Check for details with your local municipality, recycling companies and the [Frequently Asked Questions](#) section of the IWMSA website.

Required for Waste Management Activities

- Collection and transportation
- Storage
- Re-use, recycling and recovery of waste
- Treatment and disposal

Required for Waste Management Operators

- Waste collectors and transporters
- Waste recyclers
- Waste processors
- All those trading in waste

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

Tel +27 (0)11 803 5063 www.recyclepaper.co.za
e-mail: info@prasa.co.za

Mpact Recycling

www.mpactrecycling.co.za

Tel 0800 022 112

Neopak Recycling

www.neopakrecycling.co.za
Tel +27 11 799 7111
e-mail: meshack.mosiya@neopakrecycling

Sappi ReFibre

www.sappirefibre.com
Gauteng & North West: Tel +27 (0)13 741 3378
Mpumalanga & Limpopo: Tel +27 (0)13 741 3378
W.Cape: Tel +27 (0)21 550 9072
Other provinces: Tel +27 (0)21 982 2296

CARTONS: Beverage - Tetra Pak South Africa

Tel +27 (0)11 570 3073 www.tetrapak.com
e-mail: Agripa.Munyai@tetrapak.com

AEROSOLS - AMASA

Tel +27 (011) 440 8704 www.aerosol.co.za
email: execdir@aerosol.co.za

CONTACT DETAILS

PLASTICS - Plastics|SA

Tel +27 (0)11 314 4021 www.plasticsinfo.co.za
e-mail: enquiries@plasticsSA.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
e-mail: lisl@polyco.co.za

Polystyrene Packaging Council

Tel +27 (0)21 531 0647
www.polystyrenerecyclingnetwork.com
e-mail: Adri@polystyrenepackaging.co.za

SA Vinyls Association

Tel 082 444 6866 www.savinyls.co.za/
e-mail: info@savinyls.co.za

e-WASTE - e-Waste Association of SA

Tel +27 (0)31 575 8119 www.ewasa.org
e-mail: info@ewasa.org

OIL - ROSE Foundation

Tel +27 (0)21 448 7492 www.rosefoundation.org.za
e-mail: usedoil@iafrica.com

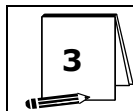
TYRES - SA Tyre Recycling Process

Tel +27 (0)11 791 1449 www.satrp.co.za/
e-mail: info@satrp.co.za

METALS - Metal Recyclers Association of SA

e-mail: info@mra.co.za www.mra.co.za

Visit www.mywaste.co.za/, phone 011 902-1744 or
send an e-mail to info@mywaste.co.za to find your
nearest drop-off centre.



DISCUSS AND DECIDE

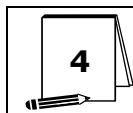
Which will be the best for you? Talk to the recycling company or agent before you decide:

- Legal entity: company, co-operative, partnership, agency
- Buy materials from informal collectors
- Collect from existing drop-off centres, e.g. schools, shopping centres
- Transport and store waste from various sources
- Set up a buy-back centre

Identify your competition

- Who are your competitors?
- What do they collect?
- Where do they collect?

Whether you collect, transport, store or operate a buyback centre or plan to do so, work through the following steps to see which can help you to turn waste into cash.



FIND A SITE

- Look for a site in your area.
- Contact recycling companies and your local municipality about a possible site.
- Ask recycling companies for advice on any buildings needed as well as the layout of the site.
- Prepare a rough floor plan.

Where?

Think about:

- A site close to where the recyclable materials
- A site close to your buyers
- Availability of materials that can be recycled
- Easy for the public and collectors to get to
- Existing building or site
- Building site needing alterations
- Open piece of ground or unused site
- Buying or renting a site

Work out how much space you will need based on:

- Volumes and type of materials to be stored
- How long they will be stored
- Reception, offloading, sorting, baling and storage areas
- Containers (type, size and quantity)
- Office area
- Toilet and washing facilities
- Staff kitchen
- Turning space and headroom for vehicles

What will you collect?

- Cans
- Glass
- Paper
- Plastics
- Used oil
- Scrap metal
- Electrical and electronic waste

Oil and e-waste are potentially hazardous so you need to handle them very carefully. Discuss with the relevant recycling companies or agents.

Where will you get your recyclable materials from?

- Community brings in waste
- Informal collectors
- Collect from existing drop-off points
- Households
- Local landfill site
- Litter on streets and veld
- Areas with lots of waste such as taverns, restaurants, hotels, stadiums, sports fields, outdoor events, shopping centres, schools, picnic spots, offices and factories

What permits or licences will you need?

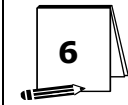
- Register as a collector with recycling companies or agents
- Permit, licence or permission from municipality
- Legal requirements and documents, e.g. collection and delivery notes for hazardous waste such as used oil
- If renting, permission to use the site from the owner
- Permission to collect from existing drop-off points, e.g. municipal drop-off centres, schools, shopping centres
- Permission to collect from offices, taverns, shops, etc.



5

IDENTIFY SOURCES OF FINANCE

- Recycling companies (see page 4 and 5)
- Small Enterprise Development Agency www.seda.co.za
Tel: 0860 103 703 e-mail: info@seda.org.za
- Small Enterprise Finance Agency www.sefa.org.za
Tel: 012 748 9600 e-mail: helpline@sefa.org.za
- FinFind Easy www.finfindeasy.co.za
Tel: 086 176 3279 e-mail: info@finfindeasy.co.za



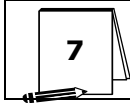
DECIDE WHAT YOU WILL NEED

Here is a checklist to help you decide

ITEMS	YES	NO	SOURCE?
1. Labour			
Supervision			
Administration and finances			
Security			
Sorting			
Housekeeping			
Other job types			
Quantity			
2. Services			
Water			
Electricity			
Sewage			
Washroom and toilets			
Kitchen			
3. Security			
Fencing, walls			
Lockable gate			
4. Reception/offloading area			
Placed near entrance			
Paving to support heavy trucks			
Paving to prevent mud during rain			
5. Payment area (secure)			
Cash box			
Security for cashier			

ITEMS	YES	NO	SOURCE?
6. Sorting and baling area (shed?)			
Covered or uncovered?			
Protection from wind and rain			
Paving			
7. Storage area (shed?)			
Covered or uncovered?			
Paving			
Easy to clean			
Materials need protection from rain, storm water runoff and fire			
8. Containers			
Size			
Type (for each waste stream)			
Quantity			
Closed (to prevent wind-blown litter)			
Secure (to prevent pilfering)			
Containers for dirty waste, non-recyclables, general waste			
Labels/signs for containers			
9. Recycling equipment			
Scales			
Sorting tables			
Baling machines			
Compactors			
10. Office equipment			
Telephone			
Computer and printer			
Calculator			
Furniture			

ITEMS	YES	NO	SOURCE?
11. Housekeeping equipment			
Hoses and buckets			
Rakes			
Brooms and brushes			
Cleaning liquids and disinfectants			
Insect and fly repellents			
12. Safety equipment			
Overalls			
Protective equipment and clothing			
Fire extinguisher			
First aid kit			
13. Signboards			
Signboards to include: name of site, hours of operation, materials accepted/not accepted, contact details, sponsorship			
Direction signboards - negotiate with local municipality			
14. Transport			
Own truck, bakkie, tractor, trailer, trolley			
Negotiate with local waste contractors or local municipality			
15. Insurance (premises and contents)			
Fire			
Theft			
Damage			
Public liability			
16. Other			



MANAGE AND OPERATE THE SITE

1. Site management

- Prepare a floor plan
- Place the containers and label them
- Check on volumes
- Phone agent for collection or arrange for delivery
- Look for new business and other sources of recyclable materials

2. Money management

- Prepare budget
- Control payments and receipts
- Keep daily records of recyclables collected, stock, purchases and sales.
- Prepare monthly income and expenditure reports including rent, telephone, water, electricity, wages, repairs, maintenance, etc.
- Keep records of stock, purchases and sales
- Control bank account
- Decide on prices to be paid to people who bring in waste
- Make payment for materials brought in based on receipts
- Ensure security of cash on site

3. Price for recyclable materials

Negotiate with buyers, recycling companies or agents, but it depends on:

- Market demand – does anyone want to buy?
- Big enough volumes
- How well the materials are sorted, e.g. different colours, plastics identification codes, grades of paper
- How well you prepare the materials, e.g. loose, baled, flattened or compacted
- Quality and condition of the materials, e.g. rusty cans, clean and dry paper
- How they pay and how often
- Whether the buyer collects from your site
- Whether you deliver to the branch or depot

Remember: The more you sort and the better the condition of the materials, the more the buyer will pay. If you deliver to the buyer, he will pay more.

4. Labour

- Supervision
- Recruitment
- Job descriptions
- Employment contracts
- Wages

5. Staff training

- Supervisory training
- Legal matters
- Types of waste
- Cleaning, separating, sorting and baling of recyclables
- How to use the equipment
- Health, safety and emergency procedures
- First aid

5. **Security** (to prevent theft of materials and equipment and illegal dumping)

- During hours of business
- After hours

7. Access control

- Access for staff
- Access for vehicles
- Access for public

8. Receiving

- Put up a price list
- Check materials to make sure they are acceptable
- Weigh materials and work out amount to be paid
- Issue receipt and direct the customer to the cashier

9. Recordkeeping

- Daily operating records:
 - weights
 - volumes
 - types of materials collected
 - types of materials received
 - types of materials sold
- Weekly or monthly reports
- Prices paid to informal and formal collectors
- Prices paid by agents
- Contracts with suppliers (e.g. offices and shops), collectors and buyers

10. Publicity and public education

- Click on My Waste or e-mail info@mywaste.co.za to
- advertise your business free of charge
- Local municipality - municipal newsletters, Environmental
- Health Officers
- Ward committees, community based organisations
- Recycling companies
- Press, meetings, leaflets, posters

11. Housekeeping

- Include containers for non-recyclable materials, general waste and litter and empty regularly
- Keep the site neat and tidy at all times to prevent bees, flies, rats, bad smells and accidents
- Sweep, wash and disinfect the site regularly
- Control pests with fly traps, cats to control rats and mice, etc.
- On a daily basis pick up litter inside and outside of the site's fence
- Check, maintain and repair equipment and containers
- Switch off and lock up all equipment and buildings at close of business

11. Pollution control

- Install a drainage system to the sewer for storm water runoff and dirty water from the site
- Control dust
- Control open-burning
- Control noise

12. Health, safety and emergency procedures

- Draw up safety, emergency and fire protection plans
- Teach all staff about safety and fire risks and how to avoid them
- Be careful with hazardous materials, e.g. used oil and electrical and electronic waste
- Wear safety and personal protective equipment at all times
- Use equipment safely and correctly
- Switch off equipment before cleaning
- Make sure there is a telephone to contact fire, police, or emergency services in case of an emergency
- Put up a list of emergency telephone numbers
- Report all serious incidents to the relevant authorities



8 DRAW UP A BUSINESS PLAN AND A BUDGET

Use the following headings:

1. General

- Name of business
- Physical and postal address
- Legal entity (e.g. company, partnership, co-operative)
- Contact persons
- Telephone/fax numbers, e-mail address
- Ownership, management and staffing structure

2. The business

- Description of the business (type of materials – Delivery to or collection by buyers)
- Goals of the business and area of operation
- Description of the market (available recyclables, source of recyclables, price for recyclables, competitors)
- Start-up and working capital available: amount and source

3. Start-up costs

- Site (purchase or rental), buildings, sheds, services, zozo, containers, labels for containers, scales, sorting tables, municipal rates, transport, labour and insurance.
- Security, walls/fencing, signboards
- Telephone, office furniture and equipment,
- Advertising and education of public
- Cash float

4. Legal requirements

- Company/partnership/co-operative registration
- Registration with recycling company or agent
- Permits, licences, permission

5. Labour needs

- Number, type and cost
- Applicable labour legislation

6. First year plan - month by month

- Recycling targets, sources of recyclable materials
- Price you will pay for recyclables
- How you will sell recyclables and to which buyers
- Price you will get for materials
- Estimated income and expenditure
- Estimated profit or loss

7. Second year plan as for above, but quarter by quarter

8. Marketing

- Waste collection – where and how (schools, taverns, restaurants, shops, offices, factories, households, litter pick-ups)
- Advertising and public education – where and how

The cost of transport makes up the biggest cost for any recycling business. Do everything you can to reduce transport costs. Choose a site near recyclable materials. Choose a site near the buyers.



9

REVIEW YOUR BUSINESS

- Is it working or is it not?
- What works and what does not?
- Are people bringing in materials?
- Is it being used correctly?
- Am I getting good prices?
- How can I improve?
- What changes should I make?

GOOD LUCK!



**Institute of
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of Southern Africa**

Central Branch

Compiled by Liz Kneale

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