

List of local
recyclers
inside!

Recycling at Work

7 Steps to a Successful Business Recycling Program





This guide was prepared by the Resource Venture in September 2004 and updated in December 2005. The Resource Venture is a program of the Greater Seattle Chamber of Commerce in partnership with Seattle Public Utilities.

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Table of Contents

Seattle’s Recycling Regulations	1
Frequently Asked Questions	1
7 Steps to a Successful Business Recycling Program	4
Setting Up a Successful Business Recycling Program	
Step 1: Select a Recycling Coordinator	5
Step 2: Gain Management Support	5
Step 3: Determine What to Recycle	6
Step 4: Select a Recycler	6
Step 5: Set Up a Collection System	8
Step 6: Promote Your Program	9
Step 7: Keep It Growing	10
Composting Food and Yard Waste	11
Preventing Waste in the First Place	13
Appendix A—Waste Inventory & Paper Estimation Worksheets	15
Appendix B—Recycling Collection Service Providers	16
Appendix C—Sample Recycling Container Labels	19
Appendix D—Seattle Recycling & Disposal Stations	20

Seattle's Recycling Regulations

Seattle spends more than \$26 million every year to send 920 million pounds of garbage to a landfill, where it will sit for thousands of years. About 25% of that garbage is made up of paper, cardboard, aluminum cans, plastic bottles and yard debris that could have been recycled or composted.



Why waste a good thing? That's what Seattle Mayor Greg Nickels and City Council members asked when they passed an ordinance that aims to save residents and businesses as much as \$2 million a year and keep future garbage costs low. Ordinance 121372 bans certain materials from the garbage and requires they be recycled instead. It is also the first in a series of steps and programs designed to increase Seattle's recycling rate, conserve resources and lower the cost of doing business.

City of Seattle Ordinance 121372 prohibits:

- Businesses from disposing of paper, cardboard or yard waste in the garbage.
Exception: food-soiled or otherwise contaminated paper and cardboard.
- Residents (both single-family and multi-family) from putting paper, cardboard, glass and plastic bottles and jars as well as aluminum and tin cans in their garbage containers.
Exception: food-soiled or otherwise contaminated paper and cardboard.

Frequently Asked Questions

Why is the City of Seattle requiring recycling?

This approach was adopted when – after 15 years of voluntary recycling and educational programs – it was clear that the City of Seattle would not reach its recycling goal of 60%. The business community's decreasing recycling rate is seen as one reason for the City's failure to reach its goal. Consequently, recyclable paper and cardboard (a large portion of the disposed commercial waste stream) and yard waste (prohibited from residential garbage since 1989) were targeted.

How will the City enforce this ordinance with businesses?

After two years of education, the City of Seattle started enforcing the recycling ordinance on January 1, 2006. If a commercial customer has significant amounts of recyclables in their garbage, they will receive two warning notices before being issued a \$50 fine.

What is considered “significant amounts of recyclable materials?”

“Significant amounts of recyclables” means a commercial garbage container or self-haul vehicle's load that contains more than 10% recyclables by volume (specifically paper, cardboard and yard debris – either alone or in combination) based on a visual inspection by a SPU inspector, contractor or transfer station worker.

Will our janitorial service have to go through the garbage and pull out recyclables?

The City is not expecting janitors or housekeeping staffs to pull out paper and cardboard that tenants, employees and/or guests (e.g., hotels) throw away. The City, however, does expect businesses to provide tenants, employees and/or guests with recycling containers, and to give them instructions on the means of recycling. Such notice should include mention that recycling is a City requirement.

Additionally, the City may not hold a business responsible if the public throws paper and cardboard into their street-side, non-locking garbage containers, assuming certain conditions outlined in the ordinance are met.

What if we don't have space outside for a recycling container?

Commercial customers may be exempt if a SPU inspection determines that there is not adequate space for recycling on site and no opportunity exists for sharing recycling containers with neighboring businesses or apartments. The inspection must be requested by the customer.

Will having a recycling collection service cost us more money?

- Recycling generally reduces a business' total disposal costs. The savings in lower garbage bills normally covers any fee you may pay for recycling collection. Here's the key: When you keep recyclable materials out of the garbage, your waste container will be less full. Don't pay to have empty space hauled away. Rather, ask your garbage hauler to reduce the size of your container and/or pick it up less frequently.
- Not all recyclers charge a fee for recycling. Generally, if a business or building generates a large quantity of materials that the recycler can resell at a good price, then the recycling company will pick up the materials for free. In these cases, you may also get a rebate for the value of these materials. Keep in mind, however, that recyclable materials are commodities and, as a result, their value fluctuates.
- Commodities that some recyclers will purchase are white office paper and cardboard. If your building generates large quantities of these materials, call a variety of recyclers to find out which one will give you the best price for your materials.



In a multi-tenant building, who will be held responsible for paper, cardboard or yard debris in the garbage?

The subscriber of the garbage account is responsible. If the **building owner** pays the garbage bill and provides solid waste services for all of the building tenants, then he/she is the garbage subscriber. If the building owner contracts with a **property management company** and that property manager pays the garbage bill and provides solid waste services for all of the building tenants, then the property management company is the garbage subscriber. If an individual **tenant**, like a restaurant, sets up its own, independent garbage account, then the tenant is the garbage subscriber.



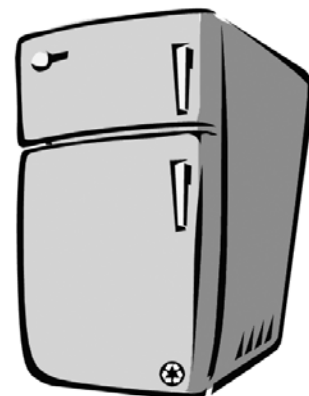
Generally, your business or building is complying with the ordinance if you:

- 1) Provide all tenants, employees and/or guests with recycling containers for recyclable paper and cardboard.
- 2) Instruct them to recycle paper and cardboard and let them know that it is a City requirement.
- 3) Compost yard debris by either having it hauled away for composting or by composting it on site.
- 4) Maintain 10% or less (by volume, alone or in combination) recyclable paper, cardboard and yard debris in your garbage containers or self-haul loads taken to the City's Recycling and Disposal Stations.

To read the **SPU Administrative Rule**, which outlines the details of Ordinance 121372, visit www.resourceventure.org/rv/issues/waste/rec-ord/index.php or contact the Resource Venture at (206) 343-8505 or help@resourceventure.org.

What happens to the materials we recycle?

Your recycled paper, cardboard, plastic and glass bottles and aluminum and tin cans are processed, bundled and sold to manufacturing plants around the Northwest and all over the world. For example, recycled paper and cardboard are turned into everyday items like boxes, tissue paper and newspaper. Additionally, recycled plastic bottles are made into many products, including t-shirts, fleece clothing, polyester carpet, toys and, of course, new bottles. Lastly, aluminum cans are used to make cars, appliances and new cans. In fact, manufacturers can make a new can out of a recycled aluminum can in as few as 90 days!



7 Steps to a Successful Business Recycling Program

STEP 1: Select a Recycling Coordinator

An effective business recycling program needs an enthusiastic coordinator with organizational experience and good communication skills. The coordinator should have good staff rapport and a thorough understanding of recycling and City of Seattle recycling requirements.

STEP 2: Gain Management Support

Support from upper management is crucial if your program is to succeed. Even though commercial recycling is mandatory, it is still important for everyone to know that upper management is serious about complying with Seattle's new ordinance.

STEP 3: Determine What to Recycle

Although businesses are only required to recycle paper, cardboard and yard debris, if your business generates other recyclables, like aluminum cans or plastic bottles, set up a program for these materials too. It will take little extra effort and most recyclers already accept these common materials.

STEP 4: Select a Recycler

Once you have determined which materials to recycle, select a recycler that collects those materials. There are a number of companies that offer recycling collection service in Seattle. Shop around and find the service that best meets your needs. For a list of local recyclers, see **Appendix B**.

STEP 5: Set Up a Collection System

A simple and convenient collection system will result in greater employee participation. Well-marked recycling containers placed at every desk and in other common work areas (where large quantities of material are generated) will enable you to collect the greatest volume of recyclables. Be creative! Design a system unique to your business' needs.

STEP 6: Promote Your Program

Promotion is the key to all successful recycling programs and well-informed employees will actively participate. Up-front education and planning will help ensure that you have fewer implementation problems. Involve your staff in promotion and planning so that they have some ownership in the program. Promote your new program through a kick-off event and employee training sessions.

STEP 7: Keep It Growing

Don't stop once you've implemented a successful recycling program. Work to continuously expand and improve your system. Reinforce the new recycling habit in your company and don't forget to train new employees. Use your employee newsletter or send out emails with information about how the program is doing. Let staff know what volumes they are recycling and address any problems. Add new, less-common materials to your recycling program.



Setting Up a Successful Business Recycling Program

Now that you are familiar with the seven steps, each will be discussed in more detail.

STEP 1: Select a Recycling Coordinator

An effective business recycling program needs an enthusiastic coordinator with organizational experience and good communication skills. The coordinator should have good staff rapport and a thorough understanding of recycling and City of Seattle recycling requirements.

Depending on the size of your company, the coordinator will spend a day or two to a couple of weeks getting the program off the ground.

Once it's running smoothly, no more than a couple hours a month will be needed to monitor the program.

The coordinator is responsible for:

- Selecting a recycler and working with them to develop the collection system
- Getting and distributing containers
- Creating a promotion and education campaign and answering questions
- Working with department supervisors to help them encourage employee participation
- Tracking and reporting on the progress of the program
- Acting as liaison with the recycling company and the janitorial staff

An alternative approach, especially if this seems like too much work for one person, is to organize a company-wide or building-wide Green Team. A Green Team is a group of employees or tenants that are responsible for planning, setting up and maintaining the building's waste prevention and recycling programs.

The Team should represent a cross-section of the employees or tenants of the facility. In multi-tenant situations, this might mean a representative of each company in the building; in large institutions, this may be a representative from each department. Whatever the makeup, it is essential for you to recognize that an integrated approach to planning will assure a successful program.



STEP 2: Gain Management Support

In the long term, support from upper management and your co-workers is key. After all, you can't do it alone; you need the participation of all employees to make your program work.

- Discuss the potential for recycling with the facility, office or building manager to get his or her support for organizing a program.
- Talk with others in your organization or send out a support-building memo describing the new program.
- Recruit volunteers from various departments for a "Green Team."

STEP 3: Determine What to Recycle

The City of Seattle requires businesses to recycle mixed paper, cardboard and yard debris. If you don't already recycle these materials, you need to start. If you are already recycling these materials, why not expand your program to include other materials like aluminum cans and plastic bottles? It will take little extra effort and most recyclers already accept these common materials.

To determine if there are other recyclable materials in your garbage, conduct a simple waste audit. A waste audit is a procedure to guide your recycling coordinator or Green Team through a series of steps, which will provide data on how much waste is generated, disposed of and recycled. You can use the sample Waste Inventory and Paper Estimation Worksheets in **Appendix A** or simply estimate by taking a peek in your company's dumpster.

STEP 4: Select a Recycler

Now that you know which materials you'd like to recycle, compare the services of several local recyclers. Before you call, fill out the table below so you'll be ready to answer many of the questions a recycler will likely ask.

Question	Answer
Types of materials you'd like to recycle?	<input checked="" type="checkbox"/> Mixed Paper <input checked="" type="checkbox"/> Cardboard <input checked="" type="checkbox"/> Yard Waste (if applicable) <input type="checkbox"/> Aluminum cans <input type="checkbox"/> Plastic bottles <input type="checkbox"/> Glass bottles & jars <input type="checkbox"/> _____ <input type="checkbox"/> _____
A rough estimate of the amount of those materials generated in a month (gallons, cubic yards, etc.)?	
Size of building (# of floors or sq. footage)?	
Number of employees in your company / number of tenants in your building?	
Available storage space for recyclables?	
Building access for pick-up (loading dock, off-street parking, alley access, etc.)?	
Is your janitorial staff prepared to implement your recycling program?	
Your current garbage service level (i.e., the size of your container and the frequency of pick-up)?	

Contact several recyclers from the **Recycling Collection Services** fact sheet in **Appendix B**. While you're on the phone, ask the following:

Service Options	Recycler #1	Recycler #2	Recycler #3
Will the recycler do a waste audit to help identify recyclables?			
What materials does the recycler collect? Is there a minimum quantity for pick-up service?			
What is the collection schedule? How flexible is it?			
What are the charges, if any, for the service?			
Will they pay for materials collected?			
If you have confidential documents, will the recycler guarantee destruction or assume liability? Will there be a fee for this additional service?			
Containers & Equipment			
Will the recycler provide containers or equipment? What types?			
What are the costs, if any?			
Are there other options for purchasing, leasing or obtaining containers? Would it be cost effective to purchase a baler or crusher?			
Will the recycler provide signage for the containers?			
Collection & Storage			
Do the recyclables need to be separated into different containers or can they be combined for collection?			
Does the recycler have specific requirements for storage and pick-up?			
Special Services			
Will the recycler provide reports with materials and volumes recycled?			
Will they provide training for employees?			
Will the recycler come on site and setup the program?			

Once you've set up the program with your recycler, call the company that picks up your garbage (Waste Management or Rabanco—see back cover for phone numbers) and renegotiate your garbage service. Now that your garbage is less full, you can either decrease the size of your garbage container or have it picked up less often. Don't pay to have empty space hauled away!

STEP 5: Set Up a Collection System

A simple and convenient collection system will result in greater employee participation. Well-marked recycling containers placed at every desk and in other common work areas (where large quantities of material are generated) will enable you to collect the greatest volume of recyclables. Be creative! Design a system unique to your business' needs.

Below are some tips for setting up your system:

- Work with the recycler to determine where recyclables are generated and the size and number of containers needed.
- Place a container for recycling and one for garbage at every desk.
- Place containers for paper at copiers, computer printers and other paper-related workstations.
- Place containers for aluminum cans and plastic bottles in the employee lounge, cafeteria or work areas.
- Make sure all of your recycling containers are clearly labeled for ease of use. Labels may be obtained by calling your recycler, by calling the Resource Venture at **(206) 343-8505** or by ordering or downloading labels from the Resource Venture's Web site at www.resourceventure.org/rv/issues/waste/rec-ord/index.php. Examples of several Resource Venture recycling labels are provided in **Appendix C**.



Make sure you tailor your system to your business by figuring out the best role for employees, janitors, facility staff and the recycling vendor. Determine the following:

- Who will be responsible for emptying deskside recycling containers? Will the janitors empty the containers every night or will employees empty them in a central location once they are full?
- Who will transfer the contents of the central collection containers to the outdoor collection containers?



Make sure your system is convenient and flexible and keep the janitorial and facilities staff involved throughout the process.

For small businesses that do not want to pay for pick-up, there are 3 options. You can sign up for the City of Seattle's free **Commercial Cart Recycling Program** by calling your garbage hauler; you can drop off recyclables at one of the two City of Seattle Recycling and Disposal Stations (see **Appendix D** for more information) or drop off materials at a local buy-back or recycling center. If you are not aware of a nearby drop site, contact the Resource Venture at **(206) 343-8505** for a list of locations.

STEP 6: Promote Your Program

Promotion is the key to all successful recycling programs and well-informed employees will actively participate. Up-front education and planning will help ensure that you have fewer implementation problems. Involve your staff in promotion and planning so that they have some ownership in the program. Promote your new program through a kick-off event, employee training sessions and new employee orientations.

Kick-off Event

Employer endorsement is crucial if your program is to succeed. To give the effort credibility, have the CEO or president of the company email a memo announcing the start of the program. Highlight the benefits and importance of starting a waste prevention and recycling program and explain the collection procedures.

Next, introduce the program by using some of the following ideas:

- Create a name or slogan for the program. For example, Ray's Boathouse Restaurant and Café calls their recycling program "Raycycling."
- Place promotional posters or a display in high traffic areas.
- Officially kick off the program when you hand out the deskside containers. Make sure everyone knows the location of the central containers, the collection schedule and their role.
- Throw a party to celebrate the start of the program. Create a contest or incentives to build enthusiasm.

Training Sessions

A brief training session at a staff meeting is more effective than a memo, resulting in less confusion and greater participation.

- Schedule training sessions for management, employees and janitorial staff so that everyone understands how the program will work.
- Ask your recycler to assist with training.
- Give everyone a "how to" handout on waste prevention and recycling.
- Distribute a list of recyclable materials to all staff.
- Make sure staff know who to contact with questions.



New Employee Orientation

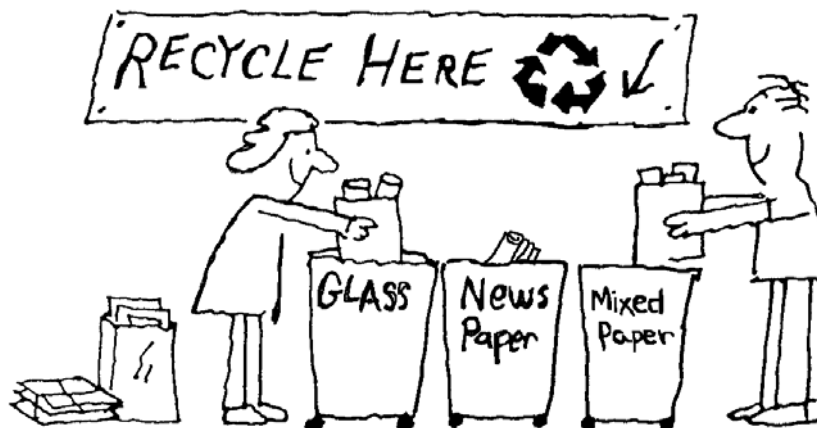
Have new employees spend 10-15 minutes with the recycling coordinator or a Green Team member to learn how and where to recycle and reuse materials in the office. Let them know they are expected to use resources carefully and participate in the office's waste reduction programs. Give them a list of recyclable materials and answer any questions they may have.

STEP 7: Keep It Growing

Don't stop once you've implemented a successful recycling program. Work to continuously expand and improve your system. Reinforce the new recycling habit in your company. Use your employee newsletter or send out emails with information about how the program is doing. Let staff know what volumes they are recycling and address any problems. Add new, less-common materials to your recycling program.

- Maintain employee enthusiasm with reminders in emails and employee newsletters.
- Use these reminders to encourage staff to recycle when they purge files.
- Don't forget waste prevention. Provide staff with tips on preventing waste.
- Send out quarterly waste prevention and recycling updates or email "tips-of-the-month."
- Give awards to those who do a particularly conscientious job of keeping the recycling program neat and tidy, recycle large amounts of material or propose waste prevention ideas that save money.
- Include recycling on staff meeting agendas to clear up problems and keep the program visible.
- Add new materials to your recycling program, like toner cartridges, computer diskettes, CDs, fluorescent lights, batteries, office furniture, scrap metal and more. The Resource Venture maintains an online Recycling Database with more than 200 different types of business waste. To find a recycler, visit www.resourceventure.org/rv/issues/waste/find-a-recycler/index.php.
- Sign up for the Resource Venture's Email Updates and biannual newsletter, *Solutions* at www.resourceventure.org. Resource Venture Email Updates are designed to provide Seattle businesses with useful, timely information on local resource conservation and pollution prevention topics in between issues of our newsletter. You can use these tips in reminder emails or in your own company newsletter.

The Resource Venture is committed to helping Seattle businesses prevent waste and recycle. If you need additional assistance, contact us at **(206) 343-8505** or help@resourceventure.org or visit our Web site at www.resourceventure.org. We are a program of the Greater Seattle Chamber of Commerce, in partnership with Seattle Public Utilities.



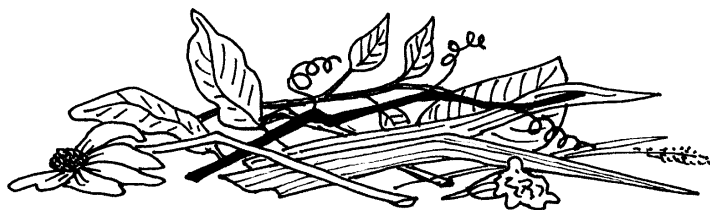
Composting Food and Yard Waste

Yard waste, food scraps and food-soiled paper are organic materials that break down into compost under the right conditions. This compost adds nutrients to the soil, helps maintain the correct soil Ph, increases water retention, reduces water runoff and diverts organics from the landfill, among other benefits.

What Is Compostable?

Yard and Wood Waste:

- Grass
- Leaves
- Tree branches & floral trimmings
- Small amounts of sod
- Untreated wood scraps
- Sawdust
- Wood crates & pallets
- Holiday trees (without flocking)



Food Scraps:

- Fruit and vegetable scraps
- Table scraps
- Meat, poultry & fish scraps
- Cheese & dairy scraps
- Egg shells
- Coffee grounds & filters
- Tea bags



Food-soiled Paper:

- Kitchen paper towels
- Paper plates, cups & napkins
- Paper food wrap
- Paper take-out cartons
- Greasy pizza boxes
- Paper milk cartons
- Food-contaminated cardboard
- Paper grocery bags containing food scraps
- Waxed cardboard



What can businesses do with food and yard waste?

Seattle Ordinance 121372 prohibits businesses from disposing of yard waste in the garbage. Instead, businesses with yard waste, food scraps, food-soiled paper or all three can comply with the ordinance and decrease their garbage costs by setting up a composting program.

Yard Waste:

If you employ a landscape maintenance company, make sure they are recycling your yard waste. If you are responsible for your company's landscape maintenance, either self-haul the yard waste to a recycling facility or hire a collection company to recycle it.

Options for Self-Haul and Collection of Yard Waste

The City's two Recycling and Disposal Stations have separate areas for the tipping of source-separate yard waste for a charge less than garbage. The two Recycling and Disposal Stations are located at:

North Recycling and Disposal Station
1350 N 34th St., Seattle WA 98103

South Recycling and Disposal Station
8105 5th Ave. S, Seattle WA 98108

All yard waste collected at the City's Recycling and Disposal Stations is composted at the Cedar Grove Composting facility in Maple Valley. For information on station hours, fees, etc. call **(206) 684-8400** (recorded message) or see **Appendix D**.

For other self-haul locations or collection services, visit the Resource Venture's Recycling Database at www.resourceventure.org/rv/issues/waste/find-a-recycler/index.php and search under "Organics."

Food Scraps and Food-Soiled Paper:

If you own or manage a restaurant, bakery, grocery store, hotel, hospital or other food-generating business, then composting your food scraps and food-soiled paper could save you money.

Options for Self-Haul and Collection of Food Scraps and Food-Soiled Paper

Cedar Grove Composting has two locations for the tipping of food scraps and food-soiled paper:

17825 Cedar Grove Rd. SE
Maple Valley, WA 98038

3640 36th Pl. NE
Everett, WA 98205

Commercial Food Scrap Collection Program

The City of Seattle has contracted with two recycling companies to collect food scraps and food-soiled paper from Seattle businesses and haul it to Cedar Grove Composting. These companies are:

- Emerald City Disposal & Recycling (Rabanco)
(206) 332-7777
www.rabanco.com/collection/seattle/commercial/commercial_yard_debris.aspx
- Waste Management
(206) 762-3000
www.wmnorthwest.com/seattle/commercial.html

For a list of other recycling companies that collect and haul food scraps and food-soiled paper, visit the Resource Venture's Recycling Database at www.resourceventure.org/rv/issues/waste/find-a-recycler/index.php.

Preventing Waste in the First Place

Now that you have set up your recycling program, you may want to look around your office or facility and see how you can prevent waste in the first place. Waste prevention is even more beneficial than recycling. Activities such as reuse not only reduce collection costs, but also cut down on supply expenses. Here are some suggestions you can put into practice.

General Waste Prevention Strategies

- Order supplies, trade publications and marketing materials more precisely.
- Designate a book shelf as a “reuse station” where employees can leave and take unwanted office supplies and other materials.
- Donate used or discarded goods and equipment that you no longer need.
- Negotiate with suppliers to provide goods in returnable, reusable or recyclable packaging.
- Reuse foam-packing peanuts from incoming shipments for outgoing mailings. Or, return them to a packaging store in your neighborhood. Shredded paper also works well as packing material.
- Repair rather than replace equipment.
- Use durable, reusable products in place of disposables, e.g., ceramic coffee mugs in the lunchroom and cloth hand towels in the restrooms.
- Advertise surplus and reusable items through a free listing service like the Industrial Materials Exchange (IMEX), King County’s Online Materials Exchange, The Share House or Freecycle. You can find links to these exchange programs at www.resourceventure.org/rv/issues/waste/other-resources/index.php.



Ideas for Preventing Waste in the Office

- Give each employee instructions on how to print on both sides of the paper. Download the Resource Venture’s sample instructions at www.resourceventure.org/rv/issues/waste/get-started/education/index.php. Modify the instructions to work with your software and printer, if necessary.
- Post a list of paper-saving copy ideas at every copier. Download *The Paper-Smart Office: Tips to Work By* at the Web site listed above.



- Reuse single-sided paper for drafts and note pads. Establish a draft paper tray near laser printers and copy machines so that single-sided sheets can be reused.
- Before running a large number of copies, do a one-page test of copier settings. Remember to clear features when finished.
- Avoid making extra copies. Make extras later if you need them.
- Revise forms to reduce form length and eliminate unnecessary duplicates.
- Create a central filing system instead of maintaining duplicate personal files.
- Proof documents on the computer screen before printing.

- Circulate only one copy of memos and reports, or post in a central location. Better yet, make them available through email.
- Share publications, or photocopy excerpts for distribution, rather than ordering several copies of the same publication.
- Use outdated letterhead for in-house memos, documents and drafts.
- Keep your mailing list up-to-date by requesting corrections and offering the recipient the option of being removed.
- Join the EcoLogical Mail Coalition and stop receiving unwanted mail sent to former employees.
www.ecologicalmail.org
- Purchase remanufactured office equipment.
- Purchase computer printers that do not discharge unused sheets of paper, or make adjustments in existing hardware and software.
- Purchase rechargeable batteries for all business applications.
- Use remanufactured copier, printer and fax toner cartridges.



Landscaping Waste Prevention Practices

- Use mulching mowers that leave grass clippings on the lawn when mowing. Grass clippings will decompose quickly and release valuable nutrients back into the soil.
- Use a chipper at the job site to shred or chip plant materials. This can be applied as a mulch cover over the soil in planting beds and other bare areas in the landscape.
- If lawn clippings, shrub and tree trimmings or prunings must be removed from the landscape site, transport them to a City Recycling & Disposal Station or green waste processor for recycling.

Purchasing Practices

- Establish purchasing guidelines to encourage waste prevention (durable, concentrated, reusable, high quality).
- Consider length of warranty and availability of repair services when purchasing equipment.
- Substitute less toxic materials for toxic materials (e.g., vegetable-based inks, water-based glue, markers and paint).
- Replace cardboard boxes and interoffice envelopes with a durable counterpart for shipping to branch offices, stores and warehouses.
- Return, reuse and repair wooden pallets and crates.

Management Involvement

- Promote paper reduction in your company. Build awareness with contests and signs. Publicize implementation of ideas and the related savings.
- Provide management support that gives departments the authority to examine their paper use and make changes.
- Have a "File Cleaning Day" where the whole office collects single-sided documents and makes them available for rough drafts and scratch pads.

Appendix A

Waste Inventory Worksheet

This worksheet will help you determine how much waste your business currently creates.

<p>A. Container Types List the types of containers your business uses for garbage disposal. Some examples are: plastic garbage bags, totes, dumpsters, compactors.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>B. Size of Containers List the sizes (in gallons or cubic yards) of the containers.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>C. Number of Containers Write down the number of containers used.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>D. Total Waste Disposal Capacity Multiply the total of Line B by the total of Line C to determine how much waste capacity is available each pick-up.</p>	Line B <input style="width: 80%; height: 20px;" type="text"/> Line C <input style="width: 80%; height: 20px;" type="text"/> <hr style="width: 80%; margin: 0 auto;"/> Line D <input style="width: 80%; height: 20px;" type="text"/>
<p>E. Average Container Fullness Estimate the percentage of average fullness of the containers just prior to pick-up.</p>	<input style="width: 100%; height: 40px;" type="text"/> %
<p>F. Collection Frequency List the number of times per week your containers are emptied.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>G. Monthly Waste Generated Multiply Line D by Line E then by Line F. Multiply by 4.33 weeks to estimate the volume of waste generated each month.</p>	Line D <input style="width: 80%; height: 20px;" type="text"/> Line E <input style="width: 80%; height: 20px;" type="text"/> Line F <input style="width: 80%; height: 20px;" type="text"/> x 4.33 wk./mo. <hr style="width: 80%; margin: 0 auto;"/> Line G <input style="width: 80%; height: 20px;" type="text"/>

Paper Estimation Worksheet

This worksheet will help you identify how much paper your business currently throws out that could be recycled. Look in your outdoor garbage containers and visually estimate what percentage of the contents is paper and what percentage is waste and record this information below.

Material	Example Estimate	Your Estimate
A. Monthly Waste Generated (Use Line G from the table above)	10 cubic yards	
B. Percentage of Mixed Paper (white paper, cardboard, newspaper, magazines, mail, etc.)	40%	
C. Percentage of Other Waste (food scraps, paper towels, etc.)	60%	
Monthly Mixed Paper Available Multiply Line A by Line B	4 cubic yards	

Appendix B

Recycling Collection Service Providers

The following recyclers pick up a variety of materials for a fee, with the exception of the City of Seattle's Commercial Cart Recycling Program which is free to any Seattle business. The materials can usually be co-mingled (put in one container), however you should check with each recycler.

Company Name	Phone Number	Materials Recycled	Minimum Quantity	Containers
CleanScapes	(206) 341-9677	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Glass bottles & jars	None	This is a dumpster free program. Customers purchase 15 or 33 gallon bags for their recyclables.
Commercial Waste Reduction and Recycling (CWRR)	(206) 772-4745	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Plastic grocery bags	None	90-gallon toters 1-8 yard dumpsters 20 & 40 yard roll-offs Deskside recycling boxes
Emerald City Disposal and Recycling (Rabanco)	(206) 332-7777 (206) 763-2800	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Plastic grocery bags Glass bottles & jars Milk cartons & juice boxes	32 gallons per week	60- & 90-gallon toters 1-8 yard dumpsters 10-40 yard roll-offs Deskside recycling boxes
Infinity Services	(206) 736-5128	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Glass bottles & jars	None	50-gallon plastic drums for glass and plastics. Pallets for flattened cardboard.
Waste Management of Seattle	(206) 762-3000	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Glass bottles & jars	96 gallons per week	96-gallon toters 1-10 yard dumpsters 10, 20, 25, 30 & 40 yard roll-offs Deskside recycling boxes
City of Seattle's Commercial Cart Recycling Program	(206) 332-7777 Rabanco (206) 762-3000 Waste Management	All mixed paper Cardboard Aluminum & tin cans Plastic #1 & #2 (bottles) Plastic grocery bags Milk cartons & juice boxes	Any business in Seattle can sign-up for this free program. Sign-up and service is performed by the business' garbage hauler. This service may not fit the needs of everyone since collection frequency and container options are limited.	A maximum of 2 96-gallon containers will be picked up every two weeks.

Continued on next page...

Appendix B, continued

The following recyclers pick up high-value materials like mixed paper, white paper and cardboard. If you generate large enough quantities and the materials are uncontaminated, the recycler may pay for your paper and/or cardboard or provide free pick up. The paper grades usually need to be separated, however you should check with each recycler.

Company Name	Phone Number	Materials Recycled	Minimum Quantity	Containers
Len Recycling Services	(206) 439-8544 (206) 941-8810	All mixed paper High-grade white paper Cardboard Aluminum cans	400–500 lbs per pick up	Fiber barrels Deskside recycling boxes
Pacific Northwest Recycle	(206) 322-8461	All mixed paper High-grade white paper Aluminum cans	1,000–1,500 lbs per pick up	3 & 4 yard dumpsters Lockable bins Deskside recycling boxes
Seadrunar Recycling	(206) 467-7550	All mixed paper High-grade white paper Cardboard Aluminum cans Plastic #1 & #2 (bottles)	1,500–2,000 lbs per month	4, 5, 6 & 8 yard dumpsters 30 & 40 yard roll-offs Canvas carts Aluminum can boxes for common areas Deskside recycling boxes
Smurfit Recycling	(425) 656-0110 (425) 251-4252	All mixed paper High-grade white paper Cardboard Aluminum cans, baled Plastic #1 & #2, baled	4 tons of mixed paper, high-grade office paper or cardboard per month.	64-gallon toters Gaylords & wire cages Steel boxes 40 yard roll-offs Compactors / Balers Deskside recycling boxes
West Seattle Recycling	(206) 935-4255	All mixed paper High-grade white paper Cardboard Aluminum cans	Depends on type, quality and quantity of materials.	95-gallon toters Fiber barrels
Weyerhaeuser	(253) 372-1360	All mixed paper High-grade office paper Cardboard Aluminum cans Plastic #1 & #2 (bottles)	1,000 lbs per month	64-gallon toters 6 yard dumpsters 30 & 40 yard roll-offs Business cages Metal boxes Deskside recycling boxes

Appendix B, continued

Common Recycling Container Dimensions

Container dimensions may vary by company. Please verify dimensions with your recycling hauler.

Toters

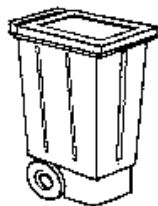
Item	Size
90-gallon	2' 6" long x 2' 5" wide x 3' 3" high

Dumpsters

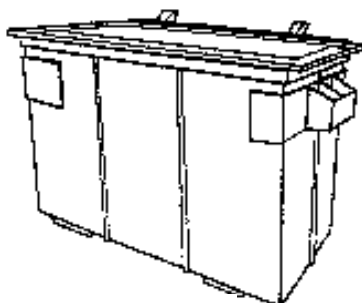
Item	Size	Style
1 yard	6' 6" long x 2' 6" wide x 3' 4" high	Rear Load
2 yards	6' 6" long x 3' 5" wide x 3' 5" high	Rear Load
2 yards	6' long x 2' 10" wide x 3' 9" (rear height) and 2' 10" (front height)	Front Load
3 yards	6' long x 3' 7" wide x 4' (rear height) and 3' 4" (front height)	Front Load
4 yards	6' long x 4' 3" x 4' (rear height) and 3' 10" (front height)	Front Load
6 yards	5' 11" long x 5' 6" wide x 6' 11" high	Front Load / Cathedral
8 yards	7' 2" long x 5' 11" wide x 6' 10" high	Front Load / Cathedral

Roll-Off Containers

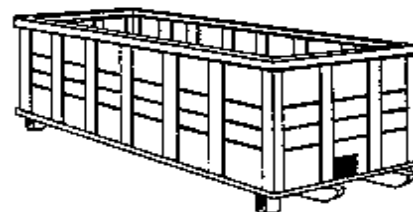
Item	Size
10 yards	10' long x 8' wide x 3' 4" high
20 yards	18' long x 8' wide x 4' high
25 yards	18' long x 8' wide x 5' high
30 yards	18' long x 8' wide x 6' high
40 yards	20' long x 8' wide x 7' 6" high



90-gallon Toter




6-yard Front Loader



Roll-off Container

Appendix C

The following are examples of the types of signs that can be downloaded or ordered by visiting www.resourceventure.org/rv/issues/waste/rec-ord/index.php. The signs are available in five languages: Chinese, Korean, Spanish, Thai and Vietnamese.




**RECYCLE
MIXED PAPER**

YES	NO
<ul style="list-style-type: none"> ■ Cardboard ■ Envelopes (including window envelopes) ■ File Folders ■ Glossy Paper (magazines, catalogs) ■ Mail ■ Newspaper ■ Paper: white, brown, colored ■ Paper Bags (no food contamination) ■ Post-It Notes ■ Telephone Books 	<ul style="list-style-type: none"> ■ Candy Wrappers ■ Foam Core ■ Food Waste ■ Paper Cups & Plates ■ Paper Towels & Napkins ■ Ream Wrappers (with plastic coating on the inside) ■ Self-Stick Labels & Plastic Backing

Staples and paper clips are acceptable.

Resource Venture
www.resourceventure.org



**RECYCLE
CARDBOARD**

- Flatten boxes
- No food-soiled cardboard
- No waxed cardboard

Resource Venture
www.resourceventure.org



**RECYCLE
ALUMINUM CANS &
PLASTIC BOTTLES**

- Remove lids and caps
- Empty liquids

Resource Venture
www.resourceventure.org



**RECYCLE
MIXED PAPER, CARDBOARD,
ALUMINUM CANS, TIN CANS &
PLASTIC BOTTLES**

- Flatten cardboard boxes
- Remove lids and caps from bottles
- Empty food and liquids
- Remove labels from tin cans

Resource Venture
www.resourceventure.org

Appendix D

Seattle Recycling and Disposal Stations

Station Locations:

North Recycling and Disposal Station
1350 N 34th Street—Fremont / Wallingford area

South Recycling and Disposal Station
8100 2nd Avenue S—South Park area

Phone Number & Web Address:

(206) 684-8400

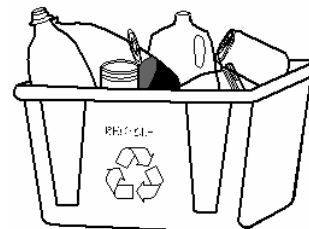
www.seattle.gov/util/Services/Garbage/Recycling_&_Disposal_Stations/index.asp

Hours:

8:00 am to 5:30 pm, daily (Closed Thanksgiving Day, Christmas Day and New Year's Day)

RECYCLABLE MATERIALS ACCEPTED FOR FREE:

Aluminum cans
Cardboard (flattened and not waxed)
Glass bottles and jars (separated by color; remove lids and rinse)
Mixed paper (computer paper, magazines, paperback books, etc.)
Motor oil (5 gallon limit per day)
Newspaper
Oil filters (limit of 2 drained filters per day)
Plastic bottles (remove lids, rinse and flatten)
Scrap metal (including bicycles, lawn mowers, copper and hangers)
Tin cans (rinsed)
Vehicle batteries
Water heaters (all insulation removed)



RECYCLABLE MATERIALS ACCEPTED FOR A FEE (Check the Web site for rates):

Wood Waste
Cedar singles (no tar paper or preservatives)
Lath (no plaster)
Pallets
Tree limbs and stumps (up to 8 ft. in length, up to 8 in. diameter)
Unpainted plywood
Untreated, unpainted lumber (nails and staples okay)

Clean Yard Waste
Grass clippings
Houseplants
Brush and leaves
Branches (up to 4 in. diameter, 8 ft. in length)
Sod (small amounts)
Saw dust
Prunings
Weeds

Appliances
Tires



Useful Phone Numbers and Web Sites		
Resource Venture	www.resourceventure.org	(206) 343-8505
Seattle's Recycling Ordinance Information Line		(206) RECYCLE (732-9253)
City of Seattle Recycling and Disposal Stations	www.seattle.gov/util/Services/Garbage/Recycling_&_Disposal_Stations/index.asp	(206) 684-8400
Seattle Public Utilities	www.seattle.gov/util	(206) 684-7665
Rabanco (garbage service north of Royal Brougham / Jackson Street)	www.rabanco.com/collection/seattle/default.aspx	(206) 332-7777
Waste Management (garbage service south of Royal Brougham / Jackson Street)	www.wmnorthwest.com/seattle/index.html	(206) 762-3000



The Resource Venture provides free environmental consulting services to Seattle-area businesses. We help companies lower their utility costs, obtain rebates, comply with regulations and receive public recognition, all while protecting the environment. Since 1990, the Resource Venture has helped thousands of businesses recycle, use less water, prevent stormwater pollution and build sustainably. We are a program of Seattle Public Utilities.

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