



Seattle Business Recycling Guide:

# 6 Steps to \$aving Money and Reducing Waste





## Contact us!

Seattle Public Utilities' Resource Venture program provides free assistance to help Seattle-area businesses lower utility costs, obtain rebates, comply with regulations and receive public recognition, all while protecting the environment. Contact us today for assistance!

*Email: [help@resourceventure.org](mailto:help@resourceventure.org) Phone: (206) 343-8505*

## What is the Seattle Business Recycling Guide, and why should I use it?

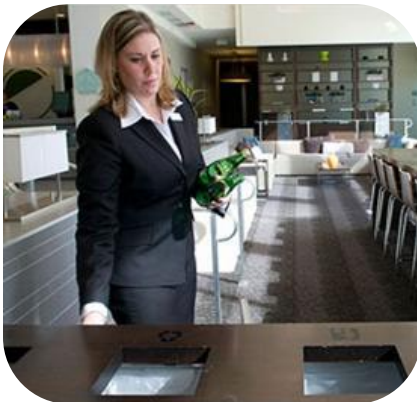
The Seattle Business Recycling Guide is designed to lead your business through six easy steps that save money by reducing waste. This guide provides information about regulations, free resources, helpful links, and success stories from area businesses. Read on to get started today!

### Recycling is good business



**Cost savings and efficiency:** Commercial recycling and compost services can save you 30-50 percent on your garbage service bill. Reducing garbage service immediately saves your business money.

**Customer/employee demand:** Customers increasingly want to support 'green' businesses, and 82 percent of American adults say they are aware of a business's green practices.<sup>1</sup> Recycling and waste reduction practices are some of the most visible ways to demonstrate your commitment to green practices.



**Compliance:** The City of Seattle prohibits businesses from putting recyclables such as cardboard, paper, yard debris, and selected construction materials in the garbage.<sup>2</sup> The City also bans certain materials, such as Styrofoam™ and single-use plastic bags, from being given out to customers. Creating effective recycling programs for these materials will help ensure your business is in compliance and avoids fines.

**Environment:** Businesses have a substantial impact on climate change through everyday activities. The U.S. EPA has estimated that the full life cycle of materials – from sourcing to use and disposal – makes up nearly half of our collective carbon footprint.<sup>3</sup> By adopting waste reduction practices, business can lower their greenhouse gas emissions, create less pollution, and support a healthier community.<sup>4</sup>

**Economy and jobs:** Recycling protects and expands U.S. manufacturing jobs and increases U.S. competitiveness. Recycling creates jobs 7 to 1 over disposal and has the potential for over 1,000 new jobs.<sup>5</sup>

<sup>1</sup> <http://business.time.com/2012/06/15/want-more-customers-become-a-green-company/#ixzz26kHZpYsm>

<sup>2</sup> <http://clerk.ci.seattle.wa.us/~scripts/nph-brs.exe?d=CBOR&s1=121372.ordn.&Sect6=HITOFF&l=20&p=1&u=/~public/cbor2.htm&r=1&f=G>

<sup>3</sup> [http://www.epa.gov/region10/pdf/climate/wccmmf/Reducing\\_GHG%20through\\_Recycling\\_and\\_Composting.pdf](http://www.epa.gov/region10/pdf/climate/wccmmf/Reducing_GHG%20through_Recycling_and_Composting.pdf)

<sup>4</sup> <http://www.seattlefoundation.org/news/Pages/MoreJobsLessPollution.aspx>

<sup>5</sup> [http://www.seattle.gov/util/groups/public/@spu/@diroff/documents/webcontent/01\\_014202.pptx](http://www.seattle.gov/util/groups/public/@spu/@diroff/documents/webcontent/01_014202.pptx)

## What are the City of Seattle’s recycling goals and plans?

In recent years, Seattle’s commercial sector recycled nearly 60 percent of all waste generated.<sup>6</sup> However, more than half of that waste is made up of readily recyclable materials, such as paper, food, cardboard, aluminum cans, plastic bottles and yard debris. Although market values of the recycled commodities vary with economic conditions, the cost of collecting, processing and transporting recyclables is approximately 50 percent less per ton than the cost of shipping the material to the landfill in Arlington, Oregon where Seattle’s garbage is disposed of.

Seattle has set a citywide goal of recycling 70 percent of its waste by 2025, and has actions and strategies for reaching this goal. These include helping businesses increase their recycling rates by [recycling food scraps](#) and [salvaging building materials](#) during construction. Read more about Seattle’s recycling and waste reduction goals in its Solid Waste Management Plan [here](#).

## What happens to our recyclables? <sup>7</sup>

Our recyclables are re-processed, bundled, and sold to manufacturing plants all over the world. See how recycling facilities sort materials in this [video](#). They are turned into everyday items like boxes, tissue paper, fleece clothing, and toys. Our region has strong recycling markets for a variety of items, and the recycling process strengthens our economy by creating local jobs. The City of Seattle’s waste diversion efforts also “sustain family-supporting jobs for the more than 1,000 solid waste and recycling drivers and transfer station employees in Seattle and King County.”<sup>8</sup>



<sup>6</sup> [http://www.seattle.gov/util/groups/public/@spu/@garbage/documents/webcontent/01\\_013797.pdf](http://www.seattle.gov/util/groups/public/@spu/@garbage/documents/webcontent/01_013797.pdf)

<sup>7</sup> [http://www.william-thomasgroup.com/images/default-album/bales\\_bluesky.jpg?sfvrsn=0](http://www.william-thomasgroup.com/images/default-album/bales_bluesky.jpg?sfvrsn=0)

<sup>8</sup> [http://www.google.com/url?sa=t&rct=j&q=more+jobs+less+pollution+seattle+report&source=web&cd=1&cad=rja&ved=0CCIQFjAA&url=http%3A%2F%2Fwww.recyclingworkscampaign.org%2F%3Fdl\\_id%3D2%2F&ei=E15XUOMX6aaKAsqdbgF&usg=AFQjCNFFwyMTP8Uuth6oqAE1sRPpuyGJ4w](http://www.google.com/url?sa=t&rct=j&q=more+jobs+less+pollution+seattle+report&source=web&cd=1&cad=rja&ved=0CCIQFjAA&url=http%3A%2F%2Fwww.recyclingworkscampaign.org%2F%3Fdl_id%3D2%2F&ei=E15XUOMX6aaKAsqdbgF&usg=AFQjCNFFwyMTP8Uuth6oqAE1sRPpuyGJ4w)

## What are the 6 steps for waste reduction at your business?

# 1

### Audit for opportunities

- Evaluate the materials you purchase.
- Conduct a waste audit.
- Make the case for waste reduction to management.
- Designate recycling champion(s).

# 2

### Reduce and reuse

- Eliminate, substitute, and reuse materials.
- Donate used items and participate in materials exchanges.

# 3

### Find the right recycler

- Select recyclers for materials that cannot be reused or eliminated.
- Search the Recycler Database.
- Consider commingled vs. source-separated recycling.

# 4

### Comply, collect, and connect

- Comply with regulations.
- Implement effective collection systems.
- Connect with property managers and custodians.

# 5

### Engage and educate

- Educate and train employees.
- Inform customers

# 6

### Go and grow.

- Evaluate and refine your program.
- Incorporate hard-to-recycle items.
- Recognize participants and be recognized.



## Get Started!

### Step 1: Audit for opportunities

#### Evaluate the materials you purchase

- Learn how to purchase materials that last longer, produce less waste, are made of recycled content, and have other environmentally-friendly features. Ask your suppliers for more information, or check out these helpful green purchasing resources:
  - Evaluate the products you currently purchase and see how they rank environmentally using a product rating guide such as [GoodGuide](#). You can also use [EPA's Waste Reduction Model \(WARM\)](#) tool to calculate the emissions prevented through alternative waste management practices such as source reduction, recycling, or composting.
- Save money while purchasing environmentally-friendly and effective products.
  - The EPA's [Hands-On Tools](#) and product-specific cost-savings calculators can help your business calculate the costs and benefits of purchasing choices.

#### Conduct a waste audit

- Every item you can eliminate or divert from the waste stream has the potential to save your business money.
- Performing a simple waste audit is the best way to identify opportunities to cut costs and increase recycling. Download a [free do-it-yourself guide](#) to conduct a simple waste audit at your business.
- Conduct a comprehensive waste audit using an online tool such as [Green Halo Systems](#), a free waste management system that can help you divert construction and demolition waste.
- Or, contact Resource Venture to see if you qualify for a [free professional waste audit](#).

#### Make the case to management

- Discuss waste reduction and recycling potential with the facility, office, or building manager to gain their support. Use the report generated during your [waste audit](#) or data from [recycling tools and calculators](#). Focus on presenting the business benefits, such as cost savings, increased efficiency, or new sources of revenue from the sale of recyclables.
- Talk with others in your organization about the proposed changes. See [Appendix E](#) for sample memos and announcement documents that can be modified for your business.

#### Designate recycling champions

- Designate recycling champions to take the lead in reducing waste and maximizing recycling – from program design and implementation to communication with employees and management.
- Work with department supervisors to help them [encourage employee participation](#).
- Recruit volunteers from various departments for a “green team.” Consult this sample [Green Team Checklist](#) from EPA's ENERGY STAR program for more ideas to help get your team started.
- Ask for employee input, and [involve staff at all levels](#) in designing recycling initiatives.



## Step 2: Reduce and reuse:

### Eliminate, substitute, and reuse materials

- Use waste audit results to identify large quantities of items currently being thrown away, and eliminate or find substitutes for these items. Learn more about [waste prevention](#) and get [quick tips](#) and [waste reduction posters and stickers](#) for your business.
  - Expand your support of green products with resources from the EPA’s [Environmentally Preferable Purchasing](#) program.
  - Use the [King County Environmental Purchasing Products](#) guides to learn about the benefits and cost savings of alternative products used by King County.
  - Search the EPA’s [Greener Products Portal](#) for greener products and learn about related [green purchasing programs](#).
  - Find [Green Seal-certified](#) products and services.
  - Refer to other [waste reduction resources](#) in King County.
- [Reduce paper](#) and maximize office efficiencies by [using paper wisely](#).
- [Stop junk mail](#).
- Prevent food waste through [better purchasing, storage, and food preparation practices](#).
- Select products that are reusable, refillable, and more durable or repairable. This creates less waste and has lower lifecycle costs than using disposable or single-use products.

### Donate used items and participate in materials exchanges.

- [Donate surplus food](#) – It’s legal, safe, and easy. The Washington Good Samaritan law ([RCW 69.80.031](#)) and the Federal Good Samaritan Food Donation Act ([PL104-210](#)) both state you will not be held liable if you have donated food you believe to be safe and edible. For details on the Washington State Department of Health’s food donation policies, see: [Charity Food Donations](#).
- Recycle, sell, or donate surplus materials through these regional groups: [By-Product Synergy](#), [LinkUp](#), [IMEX](#).

### Adopt green-purchasing practices

- Purchase [recycled-content](#) substitutes to close the loop by driving market demand for remanufacturing recyclable materials.
- [Buy less hazardous products](#) to reduce regulatory liability, improve workers’ safety, and lower disposal costs.
- Construct, design, and maintain buildings with [energy-efficient](#) and water-conserving products that also save money.
- Learn about [other green purchasing practices](#).
- Buying in bulk [minimizes packaging waste and transportation-related emissions](#), reducing related costs and saving you money.





### Step 3: Find the right recycler

#### Select recyclers for materials that cannot be reused or eliminated

- Seattle businesses can request recycling service from any private recycling company (see the [Recycle It! database](#)). Many recycling companies will pay customers for recyclable materials.
- Small businesses with a City of Seattle commercial garbage account are eligible for [free recycling service](#). The service is limited to two (2) 96-gallon recycling carts per garbage account and provides collection service every other week.
- Sign up for [composting service](#) from a provider who will collect your food waste and save money. Compost collection rates are over 30 percent cheaper than garbage rates and reduced rate collection services are available for qualifying businesses. Contact your current garbage hauler for more information.
- See [Appendix B](#) for alternatives to throwing away unique or hard-to-recycle materials.

#### Search the Recycler Database

- Go to Resource Venture's [Recycle It! database](#) to find waste prevention and recycling options for more than 200 different types of materials. Search for businesses and programs that accept special materials, including:
  - Computers and electronic waste
  - Carpet
  - Construction debris
  - Lighting, such as fluorescent lamps and ballasts
  - Cooking oils and fats

#### Consider commingled vs. source-separated recycling

- Consider the benefits and drawbacks of choosing a recycling program that allows you to mix your recyclables (commingled) versus separating individual materials at your business.

##### Commingled pros and cons:

- For instance, commingled recycling creates a simpler collection process, often resulting in increased participation levels. However, commingled collection services tend to come at a higher cost to cover more processing at our regional recycling facilities.
- Businesses that have a diverse waste stream may find it easier to choose a commingled recycling program.

##### Source-separated pros and cons:

- Source-separated recycling can result in cleaner materials delivered to recycling facilities. Sometimes source-separated collection services are free-of-cost or even provide a rebate. However, these programs may result in lower participation levels.
- Source-separated recycling tends to be best suited for businesses that generate larger volumes of high-value recyclables, such as office paper, cardboard, and aluminum cans.<sup>9</sup>

<sup>9</sup>[http://www.sustainablecitiesinstitute.org/view/page.basic/class/feature.class/Lesson\\_Separation\\_Versus\\_Commingling](http://www.sustainablecitiesinstitute.org/view/page.basic/class/feature.class/Lesson_Separation_Versus_Commingling)





## Step 4: Comply, collect, and connect

### Comply with regulations

- Seattle's recycling regulations have contributed to the City's position as a national recycling leader.
- Seattle's [Ordinance Number 121372](#) prohibits Seattle businesses from putting cardboard, paper and yard debris into the garbage. It also allows the City to fine businesses with a significant amount of recyclable materials found in their garbage.
- The Food Packaging [Ordinance Number 122751](#) requires all food service businesses to replace all food service products designed for one-time use with alternative products that are either compostable or recyclable.
  - The ordinance banned [expanded polystyrene \(Styrofoam™\)](#) in January 2009.
  - All disposable food packaging and service ware must now be compostable or recyclable.
  - Food service businesses are also required to secure [recycling](#) and [compost](#) collection service and place [clearly labeled collection bins](#) in customer dining areas.
- [Washington's Electronic Product Recycling Program](#) requires manufacturers to provide electronic product recycling services at no cost to small businesses (less than 50 employees)
- [Seattle's Plastic Bag Ban](#) prohibits all Seattle retail stores from providing customers with single-use plastic carryout (shopping) bags, including those advertised as compostable, biodegradable, photodegradable or similar. Stores need to charge a minimum of 5 cents for grocery-sized paper carryout bags (1/8 barrel or larger). Smaller paper bags may be provided for free.
- Hazardous waste is regulated by state law, and cannot be thrown away or poured down the drain. The [King County Local Hazardous Waste Management Program](#) provides information about which materials are considered hazardous and how to properly dispose of them.
- By January 1, 2013, producers of [compact fluorescent lights](#) must participate in and fully implement a product stewardship program. Starting in 2013, Washington State will also prohibit the disposal of compact fluorescent lights into the garbage.<sup>10</sup>

### Implement internal collection systems

- [Simple and convenient internal collection systems](#) can greatly enhance employee participation. Place well-marked and consistently designed recycling containers in common work areas where large quantities of recyclables are generated.
- Work with your recycler to determine appropriate sizes and numbers of outdoor collection containers needed.
- Make sure all indoor and outdoor containers are clearly labeled for ease of use. Labels may be obtained by calling your recycler or by contacting Resource Venture directly.
  - Use the [Resource Venture Poster Form](#) to request bin stickers and posters to place on collection containers in customer areas – see examples below.

<sup>10</sup> [http://www.ecy.wa.gov/mercury/mercury\\_light\\_bulbs.html](http://www.ecy.wa.gov/mercury/mercury_light_bulbs.html)



- See [Appendix C](#) for examples of effective signage and free resources.

### Connect with property managers and custodians

- Work with your property manager to determine the level of service you require, the frequency of pickup, and where collection containers will be stored onsite.
- If you are required by law to collect compostables, your landlord and/or property manager is required to allow and provide space for compostables collection and recycling collection service. See Sections C and D of [Ordinance Number 123307](#) for more information.
- Involve custodians throughout the process of developing a collection system. Consider the following:
  - Who will be responsible for emptying internal recycling containers? For example, will the janitors empty the containers nightly? Do employees take materials to a central location once bins are full?
  - Who will transfer the contents of the central collection containers to the outdoor collection containers?
  - Who will ensure custodians receive adequate and ongoing training?
- See Appendix E for more training resources.



## Step 5: Engage and educate

### Educate and train employees

- [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.
- Provide brief instructions and tips to all participants. See [Appendix E](#) for training resources.
- Share information on acceptable recyclable materials with all participants. Provide lists, as well as clearly labeled signage. Consider other [language](#) needs.
- Make sure staff know who to contact with questions.

### **Inform customers**

- Place collection bins, posters, and clearly labeled and visible signage throughout your place of business. See [Appendix C](#) for examples of effective signage and available resources.
- If you are a food service business with a customer dining area station, this area must have clearly labeled recycling and compost bins to be in compliance with the [Food Packaging ordinance](#).
- Inform customers of your compliance with the City of Seattle's plastic bag ban with [printable flyers and point of purchase cards](#).
- Let your customers know about your recycling program and waste reduction efforts with signage and participation in recognition programs. Tell Resource Venture about what your business is doing and get featured on our home page, in case studies of success stories, on our [social media](#) sites, and in local print, radio, and television media.
- [Get on the Map!](#) Become a part of Resource Venture's business recognition program, which features businesses taking green actions and promotes these businesses to customers.



## Step 6: Go and grow

### Evaluate and refine your program

- Ask for feedback from employees and customers on collection bin systems, ease of recycling, and other materials they would like to recycle.
  - View a sample tenant evaluation form that can be modified for your program [here](#).
- Provide staff with tips on [waste prevention](#) and lead your business towards zero waste.
- Maintain employee enthusiasm with [reminders in emails](#) and employee newsletters.
- Send out waste prevention and recycling updates and [statistics on waste diverted](#).

### **Incorporate hard-to-recycle items**

- Consider adding new materials to your recycling program, like toner cartridges, computer diskettes, CDs, fluorescent lights, batteries, office furniture, scrap metal, and more.
- Search the [Recycle It! Recycler Database](#) for more than 200 different types of business waste.
- Participate in TerraCycle's [Brigades](#)<sup>®</sup> to collect previously candy wrappers, bottle caps, and other unique types of packaging.
- See [Appendix B](#) for more resources on hard-to-recycle materials.

### **Recognize participants and be recognized**

- Give awards to your recycling superstars – employees who go the extra mile, or customers with [creative waste prevention strategies](#).
- [Get on the Map!](#) Become a part of Resource Venture's green business recognition program, promoting Seattle green businesses.
- Seek out other recognition opportunities and waste reduction partnerships, such as the [EPA WasteWise](#) program, [Green Washington Awards](#) program.

## Appendix A – Auditing Tools and Waste Prevention Resources

### *Waste auditing tools*

- Resource Venture’s [Do-It-Yourself Waste Audit Tool](#).
- [Green Halo Systems](#) – Free online construction waste management system and calculator.
- [Free waste audit request](#) from Resource Venture.

### *Online tools for environmentally preferable purchasing*

- [GoodGuide](#) – product ranking website based on environmental, societal, and health criteria.
- [EPA’s Environmentally Preferable Purchasing](#) – Extensive resources from the EPA’s purchasing program.
- [King County Environmental Purchasing Products](#) – Guides outlining the benefits and cost-savings of alternative products used by King County.
- [Greener Products Portal](#) – List of greener products.
- [Green Seal](#) – Environmentally certified products and services.
- [Hands-on tools](#) – Product-specific cost-savings calculators from the EPA.
- [Environmental benefits calculators](#) – Tools that calculate greenhouse gas emissions.

### *Waste reduction business resources*

- [EPA’s Waste Reduction Model \(WARM\)](#) – calculate greenhouse gas emissions prevented through reducing waste or increasing recycling.
- [Business Waste Reduction](#)- Case studies, tools, and resources for businesses.
- [Waste Reduction SBA](#)- Waste reduction tips from the U.S. Small Business Administration.
- [Reduce Waste \(Waste Prevention\)](#) – Waste prevention resources for consumers, businesses, and communities.

### *Reuse business opportunities*

- [Industrial Materials Exchange](#) – Purchase reused materials from this materials database.
- [By-Product Synergy](#) – Materials exchange program where companies can buy, sell and trade materials.
- [LinkUp](#) – King County program for expanding markets for selected recyclable and reusable materials.
- [Resources to Reduce & Reuse](#) – Resources from the City of Seattle with link to local organizations.

## Appendix B – Resources for Recycling Unique Materials

The [Resource Venture Recycler Database](#) provides numerous referrals to help Seattle businesses find recycling and donation options for used materials.

Listed below are materials that are typically challenging to recycle, including helpful programs and resources. Check the Recycler Database (link above) for detailed listings of recyclers that may accept these materials.

### Electronic waste

- [E-Cycle Washington](#) – Recycle computers, monitors, and televisions.
- [Take-It-Back Network](#) – Network of locations that will offer drop-off recycling of various electronic products such as televisions, computers, and cell phones.

### Lighting

- [Take-It-Back Network](#) – Some locations will recycle fluorescent light bulbs and tubes that contain mercury. A recycling fee may apply.
- [Mercury- containing Light Bulbs/Lamps](#) – Resources from the Washington State Department of Ecology.
- [Lamprecycle.org](#) - Detailed information about lamp recycling sponsored by the National Electrical Manufacturers Association.
- [Seattle City Light](#) provides information about recycling compact fluorescent lamps.

### Cell phones

- [Take-It-Back Network](#) – Network of locations that will offer drop-off recycling of various electronic products such as TVs, computers and cell phones.
- [Campaign for Recycling](#) – Information about online recycling and manufacturer and store take-it-back programs.

### Carpet

- [King County LinkUp Program – Carpet](#) – Learn more about how the recycled carpet industry is developing in this region.
- [Carpet America Recovery Effort](#) – Find carpet reclamation partners across the country.

### Construction and Demolition Debris

- [Building Materials Salvage and Recycling](#) – Resources and requirements from the City of Seattle
- [2012 Construction Recycling Directory](#)- Tools for a construction and demolition contractor to greatly minimize the amount of materials leaving their jobsite as waste.

### *Other helpful recycling databases for hard-to-recycle materials include:*

- [Seattle.gov Ask Evelyn Look-up Tool](#)
- [King County What do I do with...?](#)
- [Earth 911](#)
- [Washington State Department of Ecology Recycle Database](#)
- [2good2toss.com](#)

## [Appendix C – Signage examples and resources](#)

Provide educational signage for your recycling program by:

- [Ordering posters and stickers from the Resource Venture website.](#)
- Downloading and printing [posters, stickers, and in-language materials](#) created by Seattle Public Utilities.
- Making your own signage using Seattle Public Utilities' [design files](#) as a template.

Need ideas? Check out these creative container systems created by local businesses:

**Ballard Brothers Seafood**



**Northgate Mall**



**Ivar's**



**Cherry Street Coffee**



**Seattle University Cafeteria**



**Seattle University Grounds**



**Pagliacci Pizza**



**Qwest Field**



**Taco Time**



## Appendix D—Recycling Container Suppliers in the Puget Sound Region

**AMSAN SEATTLE**  
[www.amsan.com](http://www.amsan.com)



**BUSCH SYSTEMS INTERNATIONAL, INC.**  
[www.buschsystems.com](http://www.buschsystems.com)



**CLEAN RIVER RECYCLING SOLUTIONS**  
[www.cleanriver.com](http://www.cleanriver.com)



**COASTWIDE SUPPLY**  
[www.coastwidelabs.com](http://www.coastwidelabs.com)



**CONTINENTAL COMMERCIAL PRODUCTS**  
[www.continentalcommercialproducts.com](http://www.continentalcommercialproducts.com)



**ECOLIGHTS NORTHWEST**  
[www.ecolights.com](http://www.ecolights.com)



**FIBREX GROUP**  
[www.fibrexgroup.com](http://www.fibrexgroup.com)



**FORMS AND SURFACES**  
[www.forms-surfaces.com](http://www.forms-surfaces.com)



**G.K. INDUSTRIAL REFUSE SYSTEMS**  
[www.gk-irs.com](http://www.gk-irs.com)



**KURT PETERSEN FURNITURE**  
[www.kpetersen.com/1page11wasterecpt.htm](http://www.kpetersen.com/1page11wasterecpt.htm)





**MAGLIN SITE FURNITURE INC.**

[www.maglin.com](http://www.maglin.com)



**NORTHWEST SUPPLY COMPANY**

[www.nwsupplycompany.com](http://www.nwsupplycompany.com)

**RECYCLINGBIN.COM**

[www.recyclingbin.com](http://www.recyclingbin.com)



**RUBBERMAID COMMERCIAL PRODUCTS**

[www.rcpworksarter.com](http://www.rcpworksarter.com)



**TRASH CAN STATION**

[www.trashcanstation.com](http://www.trashcanstation.com)



**UNISOURCE**

[www.unisourceworldwide.com](http://www.unisourceworldwide.com)

**UNITED RECEPTACLE**

[www.unitedreceptacles.com](http://www.unitedreceptacles.com)



**WASHINGTON PROCUREMENT SUPPLY**

[www.waproc.com](http://www.waproc.com)

**WALTER E. NELSON CO.**

(formerly PAPER EXPRESS INC.)

[www.walterenelson.com](http://www.walterenelson.com)



## Appendix E – Education and training resources

- Template documents for introducing recycling initiatives to employees and management:
  - [Recycling program and purchasing sample documents](#)
  - [Sample announcement letter for source-separated recycling program for tenants](#)
- Template training documents:
  - [Template source-separated recycling instructions](#)
  - [Sample employee handbook for sustainable practices in the workplace](#)
- Send out monthly emails with green business tips to keep your employees interested. Below are links where you can copy and paste tips and factoids for your monthly emails.
  - [EPA's Environmental Factoids](#)
  - [Archive of NRDC Tips & Facts](#)

- Sample recycling program memos to employees:

### **Sample Memo to Employees: New Recycling Program**

*Date: <Today's Date>*

*To: All Employees*

*From: <Company Official>*

### ***RE: New Recycling Program***

*Did you know that most of the waste that is produced by a business like ours can be recycled? Recycling saves money and helps create a healthy community and environment. Our recycling efforts are also important for helping meet the City of Seattle's recycling goals for the future - 60% recycling of municipal solid waste by the year 2012, and 70% by 2025.*

*Since businesses produce over 50% of the city's waste, it is critical that we do our share to help meet the recycling goal. Recycling has an additional benefit of reducing our waste disposal expenses, which helps lower operating costs. And of course, recycling helps preserve natural resources – every ton of paper recycled saves 17 trees!*

*With this in mind, we are expanding our recycling program. The enclosed flyer describes what can be recycled in our recycling program. I encourage you to read this information carefully and actively participate in the program. In addition, you can call <Name of Contact> at <Phone number> with any questions that you have regarding the program.*

*With everyone's participation, I am confident that we can do our part to contribute to a healthy community and environment. If you have any questions, please call me at <Phone number>.*

*Thank you for your participation!*

**Sample Memo to Employees: New Composting Program**

Date: <Today's Date>

To: All Employees

From: <Company Official>

**RE: New composting program at our business**

*Did you know that leftovers, uncoated paper plates, napkins, and fruit peels can all be recycled as food waste? Food scraps and yard debris then get turned into compost at a local facility. Recycling these items instead of throwing them away saves us all money, since Seattle's commercial compost collection service costs about 30% less than regular garbage pickup.*

*With this in mind, we are expanding our recycling program to include composting. The enclosed flyer describes items that can now be put into our Food and Yard Waste cart, including compostable food packaging, food soiled paper, and any food or yard debris. I encourage you to read this information carefully and actively participate in the program.*

*With everyone's participation, I am confident that we can do our part to contribute to a healthy community and environment. If you have any questions regarding the program, please call me at <Phone number>.*

*Thank you for your participation!*

**Sample Reminder Memo to Employees: Recycling Reminder**

Date: <<Date>>

To: All Employees

From: <<Recycling Coordinator>>

**RE: Recycling at <<Name of Company>>**

*<<Name of Company>> is currently doing a good job recycling. However, we could do more – most of the trash that comes out of a business like ours can be recycled. Our recycling efforts are important for helping meet the City of Seattle's recycling goals for the future - 60% recycling of municipal solid waste by the year 2012, and 70% by 2025. And of course, recycling helps preserve natural resources – every ton of paper recycled saves 17 trees!*

*We also need to remember to recycle food waste. Seattle's commercial compost collection service costs about 30% less than regular garbage pickup, and food scraps and yard debris get turned into compost at a local facility. It is important that we all take advantage of recycling as a way to save money and help the City meet its recycling goals.*

*With this in mind, I would like to remind everyone of the recycling opportunities available here at*

*<<Name of Company>>. The enclosed flyer describes the items that can be recycled in our company's recycling program. I encourage you to read this information carefully and actively participate in the program. <<Name of Recycling Contact>> can also answer any questions that you have regarding the recycling program.*

*With everyone's participation, I am confident that we can do our part to contribute to a healthy community and environment. If you have any questions, please call <<Name of Recycling Contact>> at <<Phone Number>>.*

*Thank you for your participation!*

[Contact Resource Venture](#) for free recycling education assistance, including employee training and educational materials.