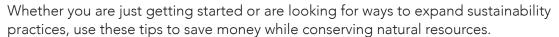
# VVASTE ZERO at work

# Go green at work!





## Reduce

**Calculate your impact.** Use an online calculator or request a CleanScapes waste audit to determine your current environmental impact. Use this baseline to establish short and long-term goals.

seattle.co2challenge.com	
☐ Paper Calculator	
papercalculator.org	
☐ Waste Calculator	
your.kingcounty.gov/solidwaste/ec	oconsumer/calculator.asp

☐ Business Carbon Calculator

#### Reduce paper:

Change	your	copier	settings	to	print	doub	le-sio	lec

- ☐ Save single-sided copies in a "Second Chance" tray and use as scratch paper
- ☐ Stop junk mail by opting-out of unwanted mail, catalogs, phone books, credit card offers and faxes. Visit your.kingcounty.gov/solidwaste/wasteprevention/index.asp
- ☐ Transition to a paper-free workplace: use e-signatures, email-based faxing; electronic filing, pay stubs, invoicing, training handbooks, internal policies and HR handbooks.
- ☐ Buy recycled products. Ask your office supply company for paper, paper towels and toilet paper that have 30-100% recycled content.

**Exchange unwanted materials.** The Industrial Materials Exchange is a free listing service for industrial by-products, surplus materials and wastes. Visit *Ihwmp.org/home/IMEX/index* or call 206.263.8899

**Repair broken equipment.** One of the easiest ways to reduce waste is to repair items instead of throwing them away. Search "repair" online for local skilled technicians.

## Reuse

Choose durables. Stock the company kitchen with reusable and washable plates, silverware, water glasses, mugs, pitchers, serving utensils and trays, cloth napkins and kitchen towels. If cost is an issue, consider purchasing second-hand dishes, or ask staff to bring in their own.

**Buy, sell and donate used items.** Instead of buying everything new, look first at the second-hand marketplace online and in local re-use retail stores. If you have items that need a new home, donate them to local non-profits: Goodwill (*goodwill.com*), the Habitat for Humanity (*seattle-habitat.org*), ReStore (*re-store.org*).

Plan zero waste events. For staff meetings and company events plan ahead to ensure that durable items are available, composting and recycling containers are labeled, and everyone knows what goes where. If durables are not an option, provide single-use cups, plates and utensils that can be recycled or composted.

## **Involve Everyone**

Build a successful recycling and composting program.

- Select an enthusiastic recycling champion with good communication skills and staff relations.
- 2. Conduct a waste audit to identify items that could be recycled.
- 3. Promote your recycling program with email reminders, employee involvement, posters, signage and updates on the results of staff recycling efforts.
- 4. Demonstrate management support for waste reduction, recycling and composting programs.
- 5. Expand and improve: Educate your staff and look for new ways to reduce and recycle!

De-emphasize garbage. Place recycling and compost containers in convenient places and make the trash bin a last resort. In an office setting, place a recycling bin under every desk and keep one garbage container in a central, communal area. Or, if garbage containers are located at each desk, use smaller containers for the garbage.

#### Custodial staff collaboration.

Communicate with your janitorial service about your building's recycling and composting programs. Ensure they understand what can go where.

Talk trash. CleanScapes education

staff are available to lead interactive and educational workshops about recycling, composting and waste reduction for staff and tenants.



# Recycle More | 1-800-RECYCLE

King County "What Do I Do With?" Lookup Tool your.kingcounty.gov/solidwaste/wdidw

Washington State Department of Ecology "Beyond Waste" Resources ecy.wa.gov/waste

US Environmental Protection Agency "WasteWise" Program epa.gov/epawaste/partnerships/wastewise/index

# E-Waste: Computers, Laptops, TVs, Cell Phones, Printers, Fax Machines

**E-Cycle Washington** 

ecyclewashington.org1800recycle.wa.gov1.800.RECYCLETotal Reclaimtotalreclaim.com206.343.7443

InterConnection interconnection.org | 866.621.1068

## Batteries Parkers

Total Reclaim totalreclaim.com/batt.html 206.343.7443

# DVDs & CDs

GreenDisk greendisk.com | 800.305.3475

### **Business Hazardous Waste**

King County Hazardous Waste | Ihwmp.org | 206.263.8899

# Compact Fluorescent Bulbs & Tubes

Take It Back Network takeitbacknetwork.org



## **Textiles & Carpet**

 ReTex Northwest
 retexnorthwest.com
 425.742.8377

 Buffalo Export, LLC
 buffaloexportllc.com
 206.682.9900

 Again
 againco.com
 253.981.6675

 Recovery 1
 recovery1.com
 800.949.5852

## **Styrofoam & Packing Peanuts**

Styro Recycle styrorecycle.com | 253.838.9555

Plastic Loose Fill Council loosefillpackaging.com

## **Construction & Demolition Debris**

CDL Recycle CDLRecycle.com 206.763.2002

**King County GreenTools Program** 800.325.6165, ext. 64466 your.kingcounty.gov/solidwaste/greenbuilding/home-builders-owners