

# WASTE ZERO™

## at work



## Go green at work!



Whether you are just getting started or are looking for ways to expand sustainability practices, use these tips to save money while conserving natural resources.

### 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.

- Business Carbon Calculator  
[seattle.co2challenge.com](http://seattle.co2challenge.com)
- Paper Calculator  
[papercalculator.org](http://papercalculator.org)
- Waste Calculator  
[your.kingcounty.gov/solidwaste/ecoconsumer/calculator.asp](http://your.kingcounty.gov/solidwaste/ecoconsumer/calculator.asp)

### Reduce paper:

- Change your copier settings to print double-sided
- 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](http://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](http://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](http://goodwill.com)), the Habitat for Humanity ([seattle-habitat.org](http://seattle-habitat.org)), ReStore ([re-store.org](http://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.



1. 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](http://your.kingcounty.gov/solidwaste/wdidw)

Washington State Department of Ecology "Beyond Waste" Resources

[ecy.wa.gov/waste](http://ecy.wa.gov/waste)

US Environmental Protection Agency "WasteWise" Program

[epa.gov/epawaste/partnerships/wastewise/index](http://epa.gov/epawaste/partnerships/wastewise/index)

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



### E-Cycle Washington

[ecyclewashington.org](http://ecyclewashington.org) | [1800recycle.wa.gov](http://1800recycle.wa.gov) | 1.800.RECYCLE

**Total Reclaim** [totalreclaim.com](http://totalreclaim.com) | 206.343.7443

**InterConnection** [interconnection.org](http://interconnection.org) | 866.621.1068

## Batteries



**Total Reclaim** [totalreclaim.com/batt.html](http://totalreclaim.com/batt.html) | 206.343.7443

## DVDs & CDs



**GreenDisk** [greendisk.com](http://greendisk.com) | 800.305.3475

## Business Hazardous Waste

**King County Hazardous Waste** [lhwmp.org](http://lhwmp.org) | 206.263.8899

## Compact Fluorescent Bulbs & Tubes

**Take It Back Network** [takeitbacknetwork.org](http://takeitbacknetwork.org)



## Textiles & Carpet

**ReTex Northwest** [retexnorthwest.com](http://retexnorthwest.com) | 425.742.8377

**Buffalo Export, LLC** [buffaloexportllc.com](http://buffaloexportllc.com) | 206.682.9900

**Again** [againco.com](http://againco.com) | 253.981.6675

**Recovery 1** [recovery1.com](http://recovery1.com) | 800.949.5852

## Styrofoam & Packing Peanuts

**Styro Recycle** [styrorecycle.com](http://styrorecycle.com) | 253.838.9555

**Plastic Loose Fill Council** [loosefillpackaging.com](http://loosefillpackaging.com)

## Construction & Demolition Debris

**CDL Recycle** [CDLRecycle.com](http://CDLRecycle.com) | 206.763.2002

**King County GreenTools Program** 800.325.6165, ext. 64466  
[your.kingcounty.gov/solidwaste/greenbuilding/home-builders-owners](http://your.kingcounty.gov/solidwaste/greenbuilding/home-builders-owners)