



RESOURCE CONSERVATION HAS ITS REWARDS!

Tukwila Green Works is a Resource Conservation Recognition program for Tukwila Businesses. Use this application to apply.

THE REWARDS

As a Tukwila Green Works member, you will receive:

- A recognition certificate to display at your business.
- Recognition on the City of Tukwila website.
- Eligibility to be considered for the Tukwila Business Recycler of the Year award.

TO QUALIFY

- Practice 6 or more waste prevention strategies.
- Recycle at least 40% of solid waste.
- Use 3 or more recycled content products.

INSTRUCTIONS

Membership is free.

Call 206 433 7162 or email recycle@tukwilaWA.gov for assistance with this application.

1. Fill out this application.
2. Turn in by October 1st
3. Mail this completed application to:

City of Tukwila
Tukwila Green Works
ATTN: Lynn Miranda
6300 Southcenter Blvd.
Tukwila, WA 98188

Business Name: _____

Business type: _____ **# of employees:** _____

Mailing address: _____

Street address, if different: _____

Date: _____ **Phone:** _____

Website: _____

Contact (name and title): _____

Email: _____



SECTION 1: WASTE PREVENTION

Refer to the attached "Waste Prevention" checklist. Check off activities that are practiced at your business. **Must be able to check off at least 6 activities.**



SECTION 2: RECYCLING AND GARBAGE

Please fill in the following information to help us calculate your recycling rate.

Garbage dumpster size: _____

Days garbage is picked up per week: _____

If not picked up weekly, how often per month: _____

How full is the container when it is picked up?

(percentage full) _____

Recycling dumpster size: _____

Days recycling is picked up per week: _____

If not picked up weekly, how often per month: _____

How full is the container when it is picked up?

(percentage full) _____

Yard waste/Compost dumpster size: (if applicable) _____

Days yard waste is picked up per week: _____

If not picked up weekly, how often per month: _____

How full is the container when it is picked up?

(percentage full) _____

PLEASE TURN OVER



SECTION 3: USING RECYCLED CONTENT PRODUCTS

Recycled content products are made with recycled materials. When you purchase recycled content products you support recycling by creating a market for recycled materials.

Check those products you use that are made with recycled materials. Look for the "recycled-content" label.

Must be able to check off at least 3 items.

- Photocopy paper
- Letterhead
- Garbage bags
- Envelopes
- Business cards
- Toilet paper
- Other: _____
- Other: _____
- Other: _____
- Paper towels
- Cardboard boxes
- File folders
- Brochure/flyer
- Compost



SECTION 4: RESOURCE CONSERVATION

(Optional– but increases chances of winning the Tukwila Business Recycler of the Year Award)

Resource conservation includes more than waste prevention, recycling and the use of recycled content products. Some of the resource conservation measures a business may use are listed below.

Check the resource conservation measures you have installed:

- Low-flow faucet or faucet aerators
- Reuse water in industrial/ manufacturing processes
- Purchased Energy Star label equipment
- Occupancy sensors for lighting
- Water-efficient toilets or urinals
- Water efficient irrigation system
- Maintain lighting and HVAC at optimal levels.
- Air-cooled ice machines
- LED lighting
- Other: _____
- Other: _____
- Other: _____

TUKWILA BUSINESS RECYCLER OF THE YEAR AWARD

By qualifying for the Tukwila Green Works program you will automatically be considered for the Tukwila Business Recycler of the Year Award. City of Tukwila staff pick the most qualified winner each year. The winner will receive special recognition for their outstanding efforts.

- Past winners include
- 2015: Sahale Snacks
 - 2014: Mighty O Donuts
 - 2013: King County Housing Authority
 - 2012: Rainier Industries
 - 2011: United Stationers
 - 2010: Grainger
 - 2009: Complete Office (in photo)
 - 2008: Red Dot and Starfire Sports
 - 2007: Shasta Beverages
 - 2006: Pacific Metals



Please use this checklist to complete Section 1: "Waste Prevention."
Must be able to "check off" at least a total of 6 activities (options are on both sides.)

Waste prevention is any practice which eliminates or reduces solid wastes that would otherwise be thrown away or recycled. Use this list to identify every day activities that can reduce the amount of waste your company generates.

Why Practice Waste Prevention?

- To reduce raw material costs.
- To reduce purchasing costs.
- To conserve valuable resources.
- To reduce waste disposal costs.
- To enhance your image with the public and your employees.

OFFICE AREAS:

- Make double sided copies.
- Use small margins in documents to maximize the amount of text that can be placed on each page.
- Reuse single-sided pages for drafts and note paper. Establish a draft paper tray near printers and copiers so single-sided sheets can be reused.
- Before running a large number of copies, make a one-page test of copier settings.
- Avoid making extra copies. Make extras later if you need them.
- Post paper-saving copy ideas at every copier.
- Proofread documents on the computer screen before printing.
- Use outdated letterhead for in-house memos and drafts.
- Reuse office supplies such as file folders and manilla/padded envelopes.
- Set up a "re-use station" area for employee use.
- Circulate memos and reports electronically instead of printing.
- Make memos or reports available online, such as through email. For example, employees may not need telephone directories or certain reference manuals in their offices if this information is available online.
- Share publications rather than ordering several copies.
- Store old documents electronically to minimize paper copies.
- Encourage employees to communicate via email, rather than by memo.
- Contact companies that send your business unwanted mail and ask to be removed from their lists.
- Use electronic newsletters or electronic updates to reach customers.
- Instead of paper catalogs, provide an online catalog on your website.
- Use online forms instead of paper.
- Revise forms to reduce length and eliminate unnecessary duplicates.
- Scan and email documents instead of faxing.
- Create a central filing system instead of maintaining duplicate files for each employee.
- Take meeting notes or field notes using computers or tablets (ie Ipad or Surface)

STAFF EDUCATION:

- Encourage employees to contribute ideas on ways to reduce paper use and reduce waste.
- Form an employee green team to tackle waste reduction.

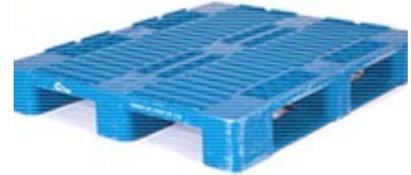
PLEASE TURN OVER



Waste Prevention Activities– Continued

PURCHASING AND SHIPPING PRACTICES

- Purchase products in concentrated form or bulk.
- Negotiate with suppliers to provide merchandise in returnable or reusable packaging—or in packaging that you can recycle.
- Instead of cardboard boxes, use durable containers for shipping to your branch offices, stores, or warehouses.
- Set up a system for returning cardboard boxes and packaging materials to distributors for reuse.
- Reuse packaging materials from incoming shipments— such as boxes, newspaper, tissue, foam pads and polystyrene “peanuts”- as alternatives to buying new packing material.
- Return, reuse and repair wooden pallets and crates.
- Bill customers electronically with an option to pay online.
- Instead of providing paper receipts, send receipts via email. Use phone credit card readers such as Squareup.com, Intuit.com or Gopayment.com or Paypal.
- Repair rather than replace equipment. Purchase reused or reconditioned office partitions, and remanufactured office equipment.
- Invest in equipment that prevents waste, such as: high quality, durable, repairable equipment; copiers that automatically make double sided copies; computer printers that do not discharge unused sheets of paper; and dish washing equipment (along with durable cups, dishware and cutlery).
- Use rechargeable batteries for electronics
- Purchase recharged copier, printer and fax cartridges.
- Purchase durable, reusable products instead of disposables: use refillable pens and pencils; install reusable furnace and air conditioner filters.



LUNCH ROOM AREAS

- Provide durable cups, dishware and cutlery in employee kitchen or cafeteria.
- If reusables are not an option— choose compostable or recyclable serviceware and educate employees on where to place items when they are done using them.
- Provide cloth towels as an alternative to paper towels.
- Offer beverages dispensed from tanks or refillable bottles instead of individual packages, provided that you make available reusable cups for these beverages. If this is not feasible, provide beverages in aluminum cans, plastic or glass bottles, which are readily recyclable.
- Avoid single serve coffee makers.



OUTDOOR AREAS AND FOOD WASTE

- Compost yard waste into a valuable soil amendment through yard waste service.
- Use a mulching mower to eliminate the need to dispose of grass clippings.
- Collect food scraps and paper towels for compost pick up.

GENERAL

- Donate used equipment, furniture and supplies to charitable organizations or schools. Goodwill has a location in Tukwila at 1174 Andover Park West– (206) 575-4944
- Start a “reusable exchange” in your building or office park.
- Advertise items on www.craigslist.com or freecycle.org
- Advertise surplus and reusable items through the Industrial Materials Exchange (IMEX) for free at <http://www.govlink.org/hazwaste/business/imex/>