



Tukwila GreenWorks is a resource conservation recognition program for Tukwila businesses. Use this application to apply.

THE REWARDS

As a Tukwila GreenWorks member, you will receive: a certificate, recognition on the City of Tukwila's website, and eligibility to be considered for the Tukwila Business Recycler of the Year.

TO QUALIFY

1. Practice six or more waste prevention strategies.
2. Recycle at least 50% of solid waste.
3. Use three or more recycled-content products.

INSTRUCTIONS

Membership is free. Fill out this application by December 15 to be considered for the Tukwila Business Recycler of that year.

For assistance: call 206-431-2445 or email Recycle@TukwilaWA.gov

Business Name: _____ **Business type:** _____

Date: _____ **Phone:** _____ **# of employees:** _____

Mailing address: _____

Street address, if different: _____

Website: _____

Contact (name and title): _____ **Email:** _____

SECTION 1: RECYCLING AND GARBAGE

Garbage dumpster or cart size: _____

Number of times it is picked up each week: _____

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

How full is the container when it is picked up? (percentage full) _____

Recycling dumpster or cart size: _____

Number of times it is picked up each week: _____

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

How full is the container when it is picked up? (percentage full) _____

Food & Yard waste/Compost dumpster or cart size: (if applicable) _____

Number of times it is picked up each week: _____

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

How full is the container when it is picked up? (percentage full) _____

SECTION 2: USING RECYCLED-CONTENT OR COMPOSTABLE PRODUCTS

Recycled-content products are made with recycled materials and will be labeled as “containing recycled content”. When recycled-content products are purchased, the market for recycled materials is supported.

Compostable products are made with natural materials. In order to put them in your food & yard waste cart or dumpster, verify they are approved by the local composting facility by checking:

<https://cedar-grove.com/accepted-commercial-items>

Check at least 3 products used that are made with recycled or compostable materials. Recycled office paper

- Recycled letterhead
- Recycled garbage bags
- Recycled envelopes
- Recycled paper business cards
- Recycled paper toilet paper
- Recycled-content paper towels
- Cardboard boxes
- Recycled-content file folders
- Brochures or fliers printed on recycled-content paper
- Compost outside for landscaping
- Compostable utensils (approved by local composting facilities)
- Non shiny paper plates (compostable)
- Compostable cups
- Other: _____
- Other: _____
- Other: _____

SECTION 3: WASTE PREVENTION

Waste prevention is any practice which eliminates or reduces solid waste that would otherwise be thrown away or recycled. Preventing waste reduces costs, conserves resources, reduces waste disposal costs, and enhances your business image with customers and employees. Use this list to identify everyday activities that can reduce waste your business generates. Must be able to check off at least 6 activities.

Note: Items with a

- are required and do not count towards your six activities. Please make sure your business is aware of these items and is participating in them.

OFFICE AREAS

- Use digital business cards instead of paper.
- 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.
- Make a one-page test of copier settings before running many copies.
- Avoid making extra copies.
- 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 manila/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.
- Share publications rather than ordering several copies.
- Store documents electronically.
- Contact companies that send your business unwanted mail and ask to be removed from their lists.
- Use e-newsletters or e-updates to reach customers.
- Eliminate paper catalogs and instead provide an online website catalog.
- Use online forms instead of paper.
- Revise forms to reduce length and eliminate unnecessary duplicates.
- Create a central filing system instead of maintaining duplicate files for each employee.
- Take meeting notes or field notes using computers or tablets (i.e., iPad or Surface)
- Other: _____
- Other: _____
- Other: _____

STAFF EDUCATION

- Encourage employees to contribute waste reduction ideas.
- Form an employee green team to tackle waste reduction.
- Invite a local waste professional to present at a staff meeting.
- Include information for all staff on which items at work are recyclable, compostable or garbage at staff meetings, emails or posting on bulletins.

PURCHASING AND SHIPPING PRACTICES

- Purchase products in concentrated form or bulk.
- Negotiate with suppliers to provide merchandise in returnable, reusable, or recyclable packaging.
- Use durable containers for shipping to your branch offices, stores, or warehouses.
- Return cardboard boxes and packaging materials to distributors for reuse.
- Reuse packaging materials from incoming shipments.
- Bill customers electronically with an option to pay online.
- Instead of providing paper receipts, send receipts via email.
- Repair rather than replace equipment.
- Purchase reused or reconditioned office equipment.
- Invest in equipment that prevents waste, such as: high quality, durable, repairable equipment.
- Use rechargeable batteries for electronics.
- Purchase recharged copier, printer, and fax cartridges.
- Purchase durable, reusable products instead of disposables.

STAFF ROOM AREAS

- Provide durable cups, dishware, and cutlery in employee kitchen or cafeteria.
- Provide cloth towels as an alternative to paper towels.
- Offer beverages dispensed from tanks or refillable bottles instead of individual packages.
- Avoid single-serve coffee makers.

OUTDOOR AREAS

- 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.

RESTAURANTS/FOOD SERVICE

- Ask customers if they would like utensils or straws. This is per a statewide ordinance; <https://ecology.wa.gov/waste-toxics/reducing-recycling-waste/waste-reduction-programs/plastics/2021-plastic-pollution-laws/food-serviceware>
- Prohibit Styrofoam. It will be banned June, 2024 <https://ecology.wa.gov/waste-toxics/reducing-recycling-waste/waste-reduction-programs/plastics/2021-plastic-pollution-laws/expanded-polystyrene-ban>
- Streamline inventory to avoid over producing product. Regularly evaluate inventory and surpluses to continue to fine-tune.
- Sell older or slightly damaged products at a discount or donate to a local food bank. Visit <https://kingcounty.gov/en/legacy/depts/dnrp/solid-waste/programs/waste-prevention/toolkit/food-rescue> for more information to get started.
- Utilize programs like “Waste Not Program” (formerly Trim Trax) for reducing food waste in the first place.
- Allow prepared foods to run out near the close of your business day.
- Designate a staff team to evaluate food waste and provide recommendations for reduction.
- Purchase “imperfect food” for dishes. These are fruits and vegetables that may be shaped differently.
- Utilize parts of food for secondary uses or other recipes. For example, using carrot tops in a different recipe.
- Utilize local, seasonal and/or organic foods for menus.
- Ask suppliers about food sourcing.
- Choose sustainable seafood.
- Offer vegetarian and vegan options on the menu.
- Design menus with ingredient overlap.
- Collect food scraps and paper towels for compost pick up.
- Use durable serviceware when possible.
- Allow customers to bring in their own reusable containers for take-out.
- Improve packaging for long-term food storage.
- Certified in a program such as “Green Restaurant Association”, “LEED Restaurant Association” or other: _____

GENERAL

- Do not use “T-shirt” plastic bags; they are banned. <https://ecology.wa.gov/waste-toxics/reducing-recycling-waste/waste-reduction-programs/plastics/plastic-bag-ban>
- Invite a waste professional to perform a waste audit with recommendations.
- Donate used equipment, furniture, and supplies to charitable organizations or schools.

- 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/>

SECTION 4: RESOURCE CONSERVATION

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

Resource conservation is 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 resource conservation measures 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
- Utilize eco-friendly cleaning products.
- Serve water to customers at restaurants per request.
- Optimize dishwasher use by only running full loads.
- Never pour waste water down storm drains. Always use an indoor sink.
- Have leaking dumpsters or carts swapped for new ones.
- Other: _____
- Other: _____
- Other: _____