

**RESOLUTION NO.** 1342

**A RESOLUTION ADOPTING THE CITY OF TROUTDALE'S  
ANNUAL WASTE REDUCTION PLAN FOR YEAR EIGHT  
(1997-98)**

**WHEREAS**, Metro has been designated by the State of Oregon as the agency responsible for meeting recycling level mandates within the Metro region; and

**WHEREAS**, Metro has adopted a Regional Solid Waste Management Plan for the Metro Region; and

**WHEREAS**, the Regional Plan requires each local jurisdiction to prepare and implement an Annual Waste Reduction Plan.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE  
CITY OF TROUTDALE**

That the City of Troutdale hereby adopts the attached Year Eight Annual Waste Reduction Plan.

**YEAS:** 7  
**NAYS:** 0  
**ABSTAINED:** 0

  
**Paul Balhofer, Mayor**

**Dated:** AUGUST 13, 1997

  
**George Martinez, City Recorder**

**Adopted:** AUGUST 12, 1997.

# **CITY OF TROUTDALE YEAR EIGHT ANNUAL WASTE REDUCTION PLAN FISCAL YEAR 1997-1998**

## **INTRODUCTION**

The Year Eight Waste Reduction Plan will serve as a work plan for the 97/98 fiscal year. Troutdale will actively work to meet individual local government goals and cooperatively assist Metro, other local governments, and Troutdale's local franchised hauler, Waste Management, throughout the year to meet regional goals and comply with Oregon State Law.

## **I. RESIDENTIAL WASTE PREVENTION**

### **1. Education and Information**

- a) Troutdale will actively assist Metro and participate in any regional media campaign focused on waste prevention. Troutdale's role will be more clearly defined once Metro begins the development of these programs and tasks.
- b) Troutdale will actively assist Metro with the testing of waste prevention message. This is accomplished year round by attending meetings at Metro and by providing input and feedback. Troutdale's role will be more clearly defined once Metro begins the development of these programs and tasks.
- c) Troutdale will actively assist Metro with earth-wise purchasing and waste prevention programs focused on households. Troutdale's role will be more clearly defined once Metro begins the development of these programs and tasks.
- d) Troutdale will expand local education programs and shift to waste prevention emphasis. This will be accomplished by educating our residents about waste prevention through our monthly newsletter and by including waste prevention messages in brochures. Troutdale will allocate several hundred dollars toward promoting waste prevention. A brochure will be mailed out to all residential customers in the fall of 1997 with an emphasis on waste prevention. Troutdale will work collaboratively with City of Gresham, City of Milwaukie, Clackamas County, and Washington County to generate ideas and create a new display emphasizing waste prevention (Ongoing throughout the year, Evaluate 7/98). Additionally, Troutdale will include information about waste prevention in educational presentations given to students in Troutdale's summer recreation camps and throughout the school year (summer 1997 and ongoing throughout the year). This

program will be evaluated by camp coordinators and teachers in the spring of 1998.

## **2. Home Composting**

- a) Troutdale will continue to assist Metro by promoting home composting and home composting workshops in the spring and fall through its monthly City newsletter and by including composting messages in brochures throughout the year, while also actively assisting with the development of new venues to promote and teach home composting. Composting will be included in educational presentations given by Troutdale's Environmental Specialist in Troutdale's summer camps and throughout the school year. This program will be evaluated by camp coordinators and teachers in the spring of 1998. The City also distributes home composting brochures to residents during yard debris exemption inspections throughout the year.
- b) Troutdale will actively assist Metro with developing demonstration sites to serve all of the region.

## **3. Other Supporting Programs**

- a) Troutdale will continue to include information about household hazardous waste prevention and proper disposal in public education pieces such as the monthly City newsletter or residential brochures where appropriate (Ongoing throughout the year). Information on household hazardous waste will also be provided to students during educational presentations given by Troutdale's Environmental Specialist in the City's summer camps and throughout the school year. This program will be evaluated by camp coordinators and teachers in the spring of 1998.
- b) Troutdale will assist Metro by promoting, publicizing and participating in any mobile household hazardous waste collection events held in our jurisdiction. Troutdale will also assist Metro with site locations for these events.
- c) Troutdale will assist Metro by continuing to promote the purchase of recycled products through the monthly City newsletter or residential brochures and provide and distribute educational and promotional materials and resources (Ongoing throughout the year). Information on buying recycled products will be included in an educational presentation given to young students by Troutdale's Environmental Specialist at the City summer recreation camps and throughout the school year (summer 1997-spring 1998). This program will be evaluated by camp coordinators and teachers in the spring of 1998.

## **II. RESIDENTIAL RECYCLING**

### **1. Expand Existing Residential Curbside Programs**

- a) Troutdale will continue to provide weekly curbside collection of yard debris, scrap paper, newspaper, magazines, empty aerosol cans, cardboard, motor oil, steel (tin) cans, aluminum, glass bottles & jars, and milk jugs to residential customers. We will work with our franchised hauler and other local governments to investigate and report on the addition of new materials and access to recycling for non-curbside materials (Ongoing throughout the year).
- b) Troutdale will assist Metro with assessing scrap paper efforts and developing a measurement plan utilizing a combination of tonnage reports and regularly scheduled waste characterization studies (By 12/98). Troutdale would be willing to be a part of the test area in assessing scrap paper efforts in our City and would assist Metro in setting this up.
- c) Multi-family containers:
  - Troutdale will ensure placement of containers at all multi-family buildings for at least four materials. Currently, multi-family complexes with five or more units have containers for at least four or more recyclables. All new complexes are also provided with this same level of service or better. Troutdale's Environmental Specialist is involved in the plan review process for multi-family complexes to ensure that each complex provides containers for at least four or more recyclables (Ongoing throughout the year).
  - Troutdale will continue to update and distribute educational materials through brochure mailings and the monthly City newsletter (Ongoing throughout the year).
  - Troutdale will continue to provide data to Metro to help maintain accurate database annually in its Year End Report (summer 1998).
  - Troutdale will continue to modify or improve the existing systems in place on an ongoing basis. A survey will be sent out to every apartment complex resident to evaluate how their existing recycling system works for them (winter 1998). The results will be compiled and evaluated to determine if any modifications or changes should be made with the existing system to better suit residents (spring 1998). A copy of these results will be provided to apartment managers along with suggestions on promoting waste prevention and recycling within their complex (spring 1998).
  - Troutdale will cooperate with Metro on conducting surveys of program effectiveness as needed.
- d) Troutdale will work collaboratively with City of Gresham, Washington County, Clackamas County, and the City of Milwaukie to target low participation neighborhoods with special education every other year beginning 97/98.

-Identify low participation neighborhoods and research the demographics for this area. This will be done in conjunction with Waste Management recycling haulers in summer/fall 1997.

-A survey will be conducted with participants to gather a baseline of behaviors, attitudes, and knowledge. Research on potential strategies for outreach will also be conducted (fall/winter 97-98).

-Implement outreach strategies and monitor their effectiveness through a post-study survey (spring/summer 1998).

- e) Troutdale will actively assist Metro with target reduction of yard debris in drop boxes and self-haul at disposal facilities. Criteria: Identify/define problem, develop strategy, implement report (Implement 96/97, 97/98).

## **2. Other Supporting Programs**

- a) Troutdale will continue cooperative research into promising new technologies such as co-mingling. Once the Waste Management MRF is operational (estimate late summer 1997) the City will work with Waste Management to investigate the possibility of a co-mingling pilot project within the City of Troutdale. We would support this if there is reason to believe that collection rates charged to customers would remain approximately the same or decrease. The City would not be supportive of co-mingling collection for recyclables if it appears that doing so would have an adverse impact on collection rates. Troutdale will investigate this option with Waste Management in fall of 1997. If this is a feasible project for the City of Troutdale and Waste Management, an implementation plan will be developed in winter/spring of 1998.

## **III. COMMERCIAL WASTE PREVENTION AND RECYCLING**

### **1. Education, Information and Market Development**

- a) Troutdale has developed a service provision plan in accordance with the framework developed by Metro that will ensure waste evaluations be conducted utilizing a standardized approach within each local jurisdiction consistent with the regional objectives. This plan will be implemented in yearly phases with a goal of reaching 80% of targeted businesses by the year 2000 (See Troutdale's Service Provision Plan).
- b) Troutdale will actively assist Metro with model waste prevention programs for targeted businesses. We will continue to assist with targeting business groups and will actively participate in the study when the particular type of business Metro is working with is in our area. A list of high-volume generators located in Troutdale will be developed in the summer of 1997. These businesses, in particular, will be the primary focus in conducting

waste evaluations as detailed in Troutdale's Service Provision Plan for the 1997/1998 fiscal year.

- c) Troutdale will actively assist Metro by participating in coordinated regional and local media campaigns emphasizing business waste prevention. The City will also actively participate in commercial work groups to develop program goals, standards and baselines for program measurement (Ongoing throughout the year).
- d) Troutdale will actively assist Metro by participating in "Earth-Wise" programs including promotion campaigns, model procurement policies for targeted generators, and recycled product guides that assist in the development of markets for recycled materials, distribution of educational materials, etc...
- e) Troutdale will actively assist Metro in the analysis of use of recycled feedstock in manufacturing.

## **2. Expand Source-Separated Recycling**

- a) Troutdale will ensure that recycling services are provided by our franchised hauler for the collection of paper (newspaper, corrugated cardboard, high-grade office paper, and scrap paper) and containers (glass, tin, aluminum, PET and HDPE). For businesses that do not dispose of significant quantities of papers and containers, the most prevalently disposed recyclable materials will be collected (e.g. scrap metals, wood, yard debris, or plastic film). Troutdale receives a monthly report from its franchised hauler outlining the recycling services offered and the amount of material collected that month for each recycling service. This report is helpful in determining the amount of materials that are being recycled on a regular basis (Ongoing throughout the year). Additionally, Troutdale receives a yearly report from its franchised hauler that details what materials each business in Troutdale is recycling throughout the year. This report is helpful in targeting businesses that are not recycling at all or that are recycling only 1 or 2 items.
- b) Troutdale will ensure that the appropriate recycling containers be provided to all small businesses. The City will actively encourage businesses who are not already involved in Waste Management's W.R.A.P. (We Recycle All Paper) program to get involved for in-house recycling. Through this program, Waste Management provides deskside recycling boxes along with large stand up boxes, with which all employees can throw in a mixture of recycled paper such as: white paper, colored paper, direct mailings, coated papers, magazines, phone books, newspaper, blueprints, etc... This will be promoted through commercial brochures sent out in fall 1997 and spring 1998, Chamber of Commerce monthly newsletters, and as part of the service provision plan evaluations.
- c) Troutdale will continue to provide BRAG- business recycling recognition program. Information on this program will be provided to businesses in fall

1997 and spring 1998 and throughout the year in the Troutdale Chamber of Commerce monthly newsletter.

### **3. Other Supporting Programs**

- a) Troutdale will work collaboratively with their franchised hauler to implement and monitor data collection programs designed to provide at minimum:

-an annual baseline of the percent of commercial accounts who recycle through their regulated solid waste hauler. This information will be obtained from Waste Management in July of 1998 and included in the 1998 Year End Report.

-an annual and a 1999 target increase in commercial customers recycling. This information was predicted in Troutdale's Year Seven Waste Reduction Plan with the following results:

<u>Year</u>	<u>Commercial Waste</u>	<u>Amount Recycled</u>	<u>Recycling Rate</u>
FY 1997/1998	4,640 Tons	1,160 Tons	25%
FY 1998/1999	4,970 Tons	1,490 Tons	30%

Troutdale and Waste Management will work together in spring 1998 to evaluate and update these annual and target increase figures in commercial recycling. These projections will be included in the 1998 Year End Report.

-an annual report to Metro on the status of the target and any findings related to successes or failures and proposed changes to the current approach to increase effectiveness. The target will be evaluated in the spring of 1998 in conjunction with Waste Management. Report will be submitted with the 1998 Year End Report.

- b) Troutdale will continue to actively participate in Commercial Work Group to develop program goals, standards, and baselines for program measurement as well as ensure regional continuity of programs (Ongoing throughout the year).
- c) Troutdale will continue to provide and support government in-house waste prevention, reduction, reuse, recycling and buy recycled programs (Ongoing throughout the year). Troutdale will review Milwaukie's buy recycled policy and study the feasibility of adopting a similar plan. At present, a minimum of 80% of the paper related office products the City purchases contain recycled materials (fall 1997). If it is feasible to adopt a similar plan, a plan will be prepared in winter/spring of 1998 and adopted by summer 1998.
- d) Troutdale will investigate the feasibility of providing the Green Schools Recognition Program to Troutdale's schools and implementing the program, if feasible (fall/winter 1997). Troutdale will develop an education program focusing on recycling, reducing, reusing, waste prevention, and hazardous waste to present at the schools and will continue to coordinate in-school presentations with Metro at Troutdale's schools (Ongoing throughout the year). Troutdale will also implement aseptic recycling at its two elementary

- schools in the fall of 1997. The feasibility of implementing this program at Troutdale's high school will be evaluated in winter of 1998.
- e) Troutdale will actively assist Metro with the investigation and reporting on the development of non-residential yard debris programs. Troutdale will work in conjunction with Waste Management to identify businesses that generate yard debris, but do not recycle it and provide this listing to Metro in the 1997/1998 Year End Report. Troutdale will include information about composting yard debris in business waste evaluations conducted and in the Commercial Recycling Kit distributed to each business.
  - f) Optional
  - g) Optional
  - h) Troutdale will continue to promote buy recycled programs through our monthly City newsletter and brochures and provide promotional and educational materials and resources (Ongoing throughout the year).
  - i) N/A

#### **IV. COMMERCIAL ORGANICS**

##### **1. Collection of Off-Site Recovery of Source Separated Food and Non-Recyclable Paper from Businesses**

- a) Pilot Project to develop and site processing capacity. Troutdale will actively participate with Metro to develop collection and off-site processing of source-separated food and non-recyclable paper from businesses.
- b) Troutdale will plan collection systems for larger food generators and assist with the siting and development of processing capacity for regional organic waste. Waste Management currently is doing an organics pilot project with Safeway stores. Troutdale has a couple of businesses interested in beginning an organics recycling project. Troutdale will evaluate the efficiency of this project with Waste Management in the fall of 1997 and decide if it would be feasible to do with any businesses in Troutdale. If an organics recycling project looks feasible, Troutdale will compile a list of interested food generators that could take part in an organics recycling project and evaluate the feasibility of beginning a project at their facility (winter 1998).

##### **2. Other Supporting Programs**

- a) Troutdale will actively assist Metro in increasing their efforts in the area of waste prevention, donation, and community partnerships for organic waste generators. Troutdale has determined that Burns Bros. Truck stop, McMenamins Edgefield, and Troutdale Thriftway would all greatly benefit from an organics recycling project. If an organics project appears to be feasible, Troutdale will investigate the possibility of implementing the program at one or all of these targeted businesses.

## **V. POST-COLLECTION RECOVERY**

### **1. Regional Processing Facilities for Mixed Dry Waste**

- a) In compliance with the Troutdale Development Code, Waste Management has just constructed a new material recovery facility in Troutdale that should be operational in August of 1997 and will assist in developing sufficient capacity to serve the region.
- b) Troutdale will actively assist in providing reasonable access for all haulers.
- c) N/A
- d) Troutdale will actively assist support and develop markets for recovered materials through technical assistance to processors and end users of recovered materials.

## **VI. BUILDING INDUSTRY WASTE PREVENTION**

### **1. Develop Targeted Technical and Education Programs**

- a) Troutdale will actively assist Metro with using the existing building industry associations and networks, including "Earth-Wise Builders", to educate builders about salvage, waste reduction, recycling, buy recycled and other environmental building practices.
- b) Troutdale will actively assist Metro with on-site audits at construction and demolition sites to promote waste prevention at construction sites within the City.
- c) Troutdale will actively assist Metro with the provision of technical assistance and educational information for builders and others on waste prevention practices for building trades waste and on tying "Earth-Wise" building to local government environmental programs. Metro will take the lead role in these activities.

## **VII. BUILDING INDUSTRY RECYCLING**

### **1. On-Site Source Separation at Construction and Demolition Sites**

- a) Troutdale will ensure availability of on-site services for two or more materials from our franchised hauler, Waste Management, and ensure that generators requesting hauling services for construction and demolition sites are offered these services. Troutdale works in conjunction with Waste Management to provide recycling service for the following construction materials: wood scrap, dirt, concrete, construction debris, drywall, cardboard, and scrap metal. These recyclable materials are promoted through a construction recycling informational card distributed in the City's Community Development Department
- b) Troutdale will promote and educate builders about on-site recycling collection services. By the City's Community Development Department is a billboard

with information and brochures about construction site recycling. A card on construction and demolition recycling is also distributed to the contractor in the Community Development Department when they apply for a permit. The City will conduct a mailing to all contractors working in Troutdale giving them information about construction and demolition site recycling and a short survey to get more information from them about whether they recycle or not, why, and what other kind of information would help them in the future (fall 1997). Compile and evaluate surveys in the winter of 1998.

- c) Troutdale will actively assist Metro with developing educational materials that target new recoverable materials for source separation when markets are available.

## **VIII. SOLID WASTE FACILITIES**

### **Regulation and Siting:**

#### **1. Yard Debris Processing System**

- a) Troutdale will actively assist Metro in establishing facility performance standards franchising or otherwise authorizing yard debris processors (Metro has lead role).
- b) Troutdale will actively assist Metro in their program to franchise or otherwise authorize yard debris processors (Metro has lead role).
- c) Troutdale will review its Development Code for any requirements pertaining to yard debris facilities (summer 1997). If needed, Troutdale will investigate the feasibility of adopting clear and objective siting standards that do not effectively prohibit the siting of facilities by winter of 1998.

#### **2. Organic Waste Regulatory System**

- a) Troutdale will actively assist Metro with the development of a Metro regulation system for processors of food and other organic waste. This system could include a Metro franchise with performance standards similar to the standards proposed for yard debris facilities (Metro has lead role).
- b) Troutdale will research its Development Code for requirements pertaining to organic waste processing facilities (summer 1997). If needed, Troutdale will investigate the feasibility of adopting clear and objective siting standards that do not effectively prohibit the siting of organic waste facilities by winter 1998.

### **Transfer and Disposal System:**

#### **1. Maintain Existing System of Three Transfer Stations (Metro has lead role)**

- a) Troutdale will actively assist Metro with the successful implementation of waste reduction practices.

- b) Troutdale will assist in any way possible with the modifications of existing facilities required to maintain service levels.
- c) Troutdale will work cooperatively with its local franchised hauler, Metro, and other local governments to identify and implement waste handling practices sufficient to maintain and reduce demand on transfer facilities (Ongoing throughout the year).
- d) Troutdale will actively assist Metro with modifying the existing stations as needed to coordinate with any changes in collection technologies.
- e) Troutdale will actively assist Metro in examining service options to include reuse, recycling, and disposal for households and businesses that self-haul their waste.

**2. Maintain the Existing System of Private General and Limited Purpose Landfills (Metro has lead role)**

**3. Maintain Options for Haulers to Choose Among (Metro has lead role)**

- a) N/A
- b) Troutdale will work cooperatively with Metro, its franchised hauler, and other local governments to maintain franchised in-region system of private landfills and processing facilities (Ongoing throughout the year).

**4. Reload Facilities (Metro has lead role)**

- a) Troutdale will actively assist Metro with the addition of reload capacity to existing private processing facilities to serve areas distant from existing transfer stations or to address capacity problems at existing facilities.
- b) N/A
- c) N/A
- d) Troutdale will actively assist Metro with any low level recovery activities at reload facilities.

# **CITY OF TROUTDALE SERVICE PROVISION PLAN**

## **Goals:**

Troutdale's Service Provision Plan provides a work plan for Troutdale to follow in reaching the regional goal of evaluating 80% of the targeted businesses by the year 2000. Troutdale's waste evaluations will focus on examining a business' waste stream while emphasizing and promoting reuse, recycling, buying recycled products, waste prevention and waste reduction.

A listing of all businesses targeted for waste evaluations and a commercial recycling kit will be prepared in the summer of 1997. The commercial recycling kit will be distributed to all businesses during each waste evaluation and contains information on reuse, recycling, buying recycled products, waste prevention, waste reduction, and a listing of services offered by Metro, local governments and Troutdale's franchised hauler, Waste Management. A preliminary letter will be sent to each business in early fall of 1997 outlining the evaluation program, its purpose and the approximate time that they will be contacted for a waste evaluation.

The City of Troutdale's goal is to reach 40% of the targeted businesses by July of 1998 and then 60% of these businesses by July of 1999 in an attempt to meet the regional goal of reaching 80% of the targeted businesses by the year 2000.

## **Required Minimum Elements of a Waste Evaluation:**

Troutdale will examine and analyze the business' waste stream as the on-site evaluation is conducted. The coordinator will also explain to the business' representative how the analysis results present opportunities for waste prevention in the preliminary letter sent to each business in early fall and during the on-site waste evaluations conducted throughout the year.

Troutdale will educate each business about waste prevention and recycling through the on-site individual waste evaluations conducted at

each business and by distributing a commercial recycling kit to each business.

Troutdale will provide each business with resources and information on buying recycled products through their on-site waste evaluations conducted at each business and in their commercial recycling kit.

Information will be provided to each business about the services offered by local governments, waste haulers and Metro through the initial preliminary letter, the commercial recycling kit, on-site waste evaluations, commercial brochures, and chamber of commerce newsletters.

Troutdale will provide a variety of educational materials in their commercial recycling kit and will investigate the feasibility of allocating some money into providing recycling labels to each business to put on recycling containers.

Troutdale will promote the BRAG recognition program for those businesses that successfully reduce their waste and will include their name in the monthly City newsletter and in the Chamber of Commerce newsletter as an environmental friendly business.

### **Method For Conducting Waste Evaluations:**

Each business will be sent a preliminary letter providing them with some information on the evaluation program. This letter will be sent to all targeted businesses in early fall of 1997.

Each business will receive a phone call from City staff in attempt to set up a meeting with a representative from the business to walk through the recycling and waste prevention practices the business utilizes. If a business feels very strongly that they do not want to meet with us or does not have the time, then the business may take part in either a phone evaluation or a written evaluation where they will be sent a packet filled with questions about the standard practices the business uses. Otherwise, each on-site waste evaluation will be performed by a trained waste evaluator from the City or Waste Management and each business will receive a commercial recycling kit. The main message conveyed to these businesses will be that recycling, reusing, and waste prevention can reduce their business' bottom line.

A follow-up letter will be sent to each business after a waste evaluation has been conducted. This letter will reiterate the good measures that the

business has taken to recycle, reuse, buy recycled products, and prevent waste, while also giving them ideas on how to improve the business' waste reduction efforts.

### **Types of Businesses Targeted for Evaluations:**

Troutdale will compile a list of the following targeted businesses located in Troutdale in Summer 1997:

1. Office Related Businesses—Banking and financial institutions, insurance, real estate, title companies, legal service, engineering, architects, accounting, advertising, public relations, personnel services, management.
2. Education—Elementary and secondary schools, colleges, universities, professional schools, junior colleges, libraries, vocational schools, and other educational services.
3. Dry goods retail—All types of retail except food stores. Examples include stores that sell lumber and building supplies, lawn and garden supplies, appliances, furniture, household goods, and clothing.
4. Wholesale and Warehousing—Businesses that wholesale and/or warehouse various goods including furniture and home furnishings, lumber and construction materials, professional and commercial equipment, durable goods, paper products, clothing, and groceries and related products. This category also includes public warehousing and storage.
5. Medical and Dental—Hospitals, medical and dental clinics, medical and dental schools and universities.
6. Hotels, Institutional and Other Services—Hotels, motels, auto leasing and rental, museum and galleries, professional organizations, social services, and health services.

### **Measurement:**

Troutdale will keep track of the number of waste evaluations performed and will keep records on all information obtained from each company about their recycling and waste prevention practices. This information along with information regarding the number of businesses provided with recycling services by Troutdale's franchised hauler will be provided to Metro in Troutdale's Annual Year End Report.

# CITY OF TROUTDALE BUSINESS RECYCLING INFORMATION SHEET

Company Name \_\_\_\_\_  
Type of Business \_\_\_\_\_  
Address where garbage and/or  
recyclables are generated \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number \_\_\_\_\_ # of Employees: \_\_\_\_\_  
Contact Person \_\_\_\_\_ Title: \_\_\_\_\_  
List types of waste created by your company \_\_\_\_\_  
\_\_\_\_\_

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## RECYCLING FACILITIES INFORMATION:

<u>Material currently being recycled</u>	<u>This material is ____% of our waste here</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total % of waste being recycled \_\_\_\_\_

Outdoor Storage Area Description: \_\_\_\_\_  
Outdoor Receptacles~Size & Type: \_\_\_\_\_  
Indoor Central Collection Containers: \_\_\_\_\_  
Desk or Work Area Containers: \_\_\_\_\_  
Collection Schedule: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

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## SOLID WASTE FACILITIES INFORMATION:

Outdoor Storage Area Description: \_\_\_\_\_  
Outdoor Receptacles~Size and Type: \_\_\_\_\_  
Collection Schedule: \_\_\_\_\_  
Janitorial Services Involved in Waste Collection: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

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**ESTIMATED SOLID WASTE GENERATED:**

Identify the types of materials you use. What percent of these materials end up as waste? What percent ends up being recycled? What waste prevention activities do you do for these materials? What materials do you buy that are made of recycled products?

<i>Types of Material</i>	<i>Used</i>	<i>Waste</i>	<i>Prevent</i>	<i>Buy Recycled</i>	<i>Recycle</i>
<b><u>Paper~</u></b>					
computer paper	<input type="checkbox"/>	_____	_____	_____	_____
white paper	<input type="checkbox"/>	_____	_____	_____	_____
scrap paper	<input type="checkbox"/>	_____	_____	_____	_____
corrugated cardboard	<input type="checkbox"/>	_____	_____	_____	_____
newspaper	<input type="checkbox"/>	_____	_____	_____	_____
magazines	<input type="checkbox"/>	_____	_____	_____	_____
phone books	<input type="checkbox"/>	_____	_____	_____	_____
<b><u>Metals~</u></b>					
steel (tin) cans	<input type="checkbox"/>	_____	_____	_____	_____
aluminum	<input type="checkbox"/>	_____	_____	_____	_____
aerosol cans	<input type="checkbox"/>	_____	_____	_____	_____
scrap metal	<input type="checkbox"/>	_____	_____	_____	_____
<b><u>Plastics~</u></b>					
bottles	<input type="checkbox"/>	_____	_____	_____	_____
cellophane	<input type="checkbox"/>	_____	_____	_____	_____
film	<input type="checkbox"/>	_____	_____	_____	_____
plastic wrap	<input type="checkbox"/>	_____	_____	_____	_____
spiral binders	<input type="checkbox"/>	_____	_____	_____	_____
styrofoam	<input type="checkbox"/>	_____	_____	_____	_____
<b><u>Other Items~</u></b>					
glass	<input type="checkbox"/>	_____	_____	_____	_____
milk & drink boxes	<input type="checkbox"/>	_____	_____	_____	_____
motor oil	<input type="checkbox"/>	_____	_____	_____	_____
copier cartridges	<input type="checkbox"/>	_____	_____	_____	_____
yard debris	<input type="checkbox"/>	_____	_____	_____	_____
wood waste & pallets	<input type="checkbox"/>	_____	_____	_____	_____
construction debris	<input type="checkbox"/>	_____	_____	_____	_____
tires	<input type="checkbox"/>	_____	_____	_____	_____
tyvek	<input type="checkbox"/>	_____	_____	_____	_____
batteries	<input type="checkbox"/>	_____	_____	_____	_____
paint	<input type="checkbox"/>	_____	_____	_____	_____
solvents	<input type="checkbox"/>	_____	_____	_____	_____
pesticides	<input type="checkbox"/>	_____	_____	_____	_____
other	<input type="checkbox"/>	_____	_____	_____	_____
other	<input type="checkbox"/>	_____	_____	_____	_____

**BOTTOM LINE:**

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**How much money do you think your company saves by recycling, reusing and preventing waste?** \_\_\_\_\_

**Do you think your company can save more by recycling, reusing, and preventing more waste?** \_\_\_\_\_

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Does your company provide education on recycling, reusing, buying recycled, and waste prevention practices to its employees? If so, in what way? \_\_\_\_\_

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Additional Information: \_\_\_\_\_

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**Recommendations:**