



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 in the City of Tukwila newsletter and website.
- Eligibility to be considered for the Tukwila Business Recycler of the Year award.

TO QUALIFY

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

INSTRUCTIONS

Membership is free.

Call 206-431-3683 or email Rebecca.fox@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: R. Fox
6300 Southcenter Blvd.
Tukwila, WA 98188

Business Name: _____

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

Mailing address: _____

Street address, if different: _____

Date: _____ **Phone:** _____

Fax: _____ **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 3 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

GREEN WORKS MEMBER PROFILE



Wilmar, a professional tool distributor, not only met required goals, but exceeded them! They "checked off" more than 20 waste reduction strategies including contacting companies that send unwanted mail and asking to be removed from their mailing list. More than five recycled products are used onsite including paper towels and file folders. Finally, their recycling rate is almost double the Green Works goal- 77%! They avidly recycle office paper and cardboard.

Great work Wilmar Corporation!



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 faucets
- 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
- Compact fluorescent lamps
- 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 will judge applicants to pick the most qualified winner each year. Only one winner per year will be chosen.

The winner will receive special recognition for their outstanding efforts.

Please use this checklist to complete Section 1: "Waste Prevention."
Must be able to "check off" at least a total of 3 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.

IN OFFICE AREAS:

- Make double sided copies.
- 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, do 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 envelopes (manila and padded).
- Set up a "re-use station" area for employee use.
- Circulate one copy of memos and reports, or post in a central location.
- 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 on CDs or DVDs to minimize the number of hard copies needed.
- 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.
- Keep your mailing lists up-to-date by requesting corrections and offering the recipient the option of being removed.
- Revise forms to reduce length and eliminate unnecessary duplicates.
- Avoid cover sheets for faxes. Use a rubber stamp especially made for fax transmittal.
- Create a central filing system instead of maintaining duplicate files for each employee.



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.
- When billing customers, use “two-way” envelopes which can be folded inside-out and returned to you with payment or have an option to pay online.
- 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; use solar-powered calculators.
- 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.



IN LUNCH 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, 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.



FOR 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.
- Set up a worm bin to convert non-fatty food wastes into vermicompost.

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/>