

waste reduction

Environmental Utilities

Business Waste
Reduction Guide



[www.roseville.ca.us/
reduceandsave](http://www.roseville.ca.us/reduceandsave)

Less Waste = More Profit

The City of Roseville generates about 100,000 tons of municipal solid waste. About half of that comes from Roseville businesses. Reducing waste generation is an opportunity for a business to look at its business practices, make simple changes and reap the benefits of lower waste disposal costs, better use of materials and reduced purchasing costs, all which help the bottom line.

This guide is a resource for Roseville business owners that want to find ways to reduce waste generated at their place of business, reduce their solid waste utility bill and lower their purchasing costs. In addition to providing this guide, the City of Roseville remains committed to assisting businesses in reducing their overall waste footprint and encourage you to contact the city's Environmental Utilities Department at (916) 774-5780 if you have additional questions or need assistance.



Use the Code

Follow the Codes to Take You Directly to More Money-Saving Tips.

QR codes are a type of 2D bar code that may be decoded using your smartphone with a QR code reader. If your smartphone didn't come installed with a QR code reader, download a QR reader app.

Why Recycle?

State law now requires all businesses that generate 4 or more cubic yards of waste weekly to recycle. Recycling may provide opportunities for your business to save money. Recycling helps conserve resources and extends the life of California's landfills. It also helps create a healthy environment for our community and future generations.

How to Get Started

It's easy to recycle at your business.

- Make sure your business has arranged for recycling services (see below for more information).
- Use the list on the other side of this flyer to help employees learn what items can be recycled.
- Separate recyclable items from trash inside your business.
- Place your recyclable items in external recycling containers for collection.

Note: Any business or individual may donate, sell and/or otherwise arrange for the pickup of recyclable materials.

Where to Go for More Information

To learn how recycling happens in Placer County automatically, without sorting visit www.onebigbin.com

Your local Solid Waste service provider:

**City of Roseville Environmental Utilities Department,
Solid Waste Division**

(916) 774-5780

www.roseville.ca.us/recycle

SolidWasteCustomerServiceTeam@roseville.ca.us

For additional general information about recycling and waste reduction, visit the California Department of Resources Recycling and Recovery (CalRecycle) at www.calrecycle.ca.gov.

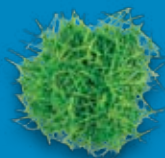


What Can I

The Biggest Material Types You Can Focus On¹

The type of waste generated at a business site is largely dependent upon the type of business. Generally, in California, the top four recyclable material types that are disposed of are:

YES



Organics

(Food waste, landscaping waste)



Construction and Demolition Debris



Paper



Plastics

Focusing on one area at a time, like reducing paper usage, can yield significant results in the amount of waste generated at your business site. **To arrange recycling services for:**

Clean Dry Paper and Cardboard Call: 774-5780

For Plastic, Glass Bottles, Jars, Metal and Aluminum Cans check with local private recycling service providers



1. CalRecycle. "2004 Waste Characterization Study," accessed May 2011, <http://www.calrecycle.ca.gov/Publications/LocalAsst/Extracts/34004005/ExecSummary.pdf>.

Recycle?

These Materials Can't Go in the Recycling Bin

Think twice before tossing waste into the recycling bin. If you're unsure about an item check the label on the back before disposing. Items below are not recyclable:

NO



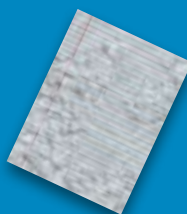
Broken Glass



Plastic Hangers



Rubber Tires

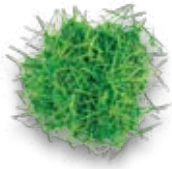


**Contaminated
or Wet Paper**



Hazardous Waste

(paint, batteries, antifreeze, pesticides, cleaning products, appliances, cell phones, TVs, computer monitors)



Organics

Outside Landscaping²

If you have control over the commercial landscaping around your business, there are several ways to reduce the landscaping waste that comes from maintaining a business site. Reduce landscaping waste means lower hauling costs for your business. Below are some tips from the U.S. Environmental Protection Agency that can help:

- Select low maintenance/slow growing plants and grasses.
- Minimize turf grass and paved areas—keep as much natural area as possible.
- Take apart nonreturnable wood pallets to reuse the wood (e.g., edging around plant beds) or chip it for use on site for mulch.
- Chip woody waste and tree clippings into mulch for use on-site.
- Donate healthy plants to local nonprofit organizations when reconfiguring or removing trees and shrubs from your landscape.

- Reuse soils within the work site—create mounds or berms to serve as wind breaks or to add visual interest.
- On average, a thousand square feet of California lawn produces over 300 pounds of clipping annually. These clippings can be incorporated directly back into the lawn by “grasscycling”. Grasscycling is the natural recycling of grass by leaving clippings on the lawn when mowing. Grass clippings decompose quickly and release valuable nutrients back into the soil. Most mower manufacturers sell mowers that are capable of grasscycling, or have kits which can convert conventional mowers³.



2. CalRecycle. “Waste Reduction Opportunities in the Landscape Industry,” accessed May 2011, <http://www.calrecycle.ca.gov/ReduceWaste/Business/FactSheets/Landscape.htm>.

3. CalRecycle. “Grasscycling,” accessed May 2011, <http://www.calrecycle.ca.gov/Organics/GrassCycling>.



Paper Waste⁴

Inside the Breakroom

- **Use washable mugs** at work instead of paper or EPS (a.k.a. Styrofoam) cups.
- **Encourage employees to bring their lunch** to work in reusable containers. The City of Roseville can offer free training at the work site for your employees on how to prepare a 'zero waste' lunch. Call 774-5513 to learn more.

Here are some helpful tips from CalRecycle, the state's waste management agency, on how you can reduce paper waste at your place of business:

Printing Improvements

- **Set Computer Defaults to Print Double-Sided.** Set up computer software for default two-sided printing including word processing, spreadsheets, e-mail, and others.
- **Preview Documents Before Printing.** Proofread documents on screen before printing. Don't forget to use the speller/grammar function to detect errors.

- **Print Only the Pages You Need.**

You just got back that 20-page report you wrote and there are changes to make on pages 2, 3, 4, 7, and 15. After making the changes, do you print out the whole document? If yes, consider instead printing only the pages you need.

- **Print Envelopes Without Labels.**

Save the cost of buying mailing labels and eliminate the waste associated with those labels by printing addresses directly on envelopes. Most printers can easily print directly on a variety of envelopes. Educate employees on this printer function and keep instructions posted. Printing addresses directly on envelopes also maintains the recyclability of those envelopes, unlike "sticky" labels, which are a paper recycling contaminant.

Policy Considerations

- **Adopt a "Double-Sided" Policy.** Consider adopting an organizational policy that will ensure all individual documents are printed on both sides of the page.

4. CalRecycle. "Business Waste Reduction," accessed May 2011, <http://www.calrecycle.ca.gov/ReduceWaste/Business/Index.htm>

Creating Documents

- **Format Standard Forms for Paper Reduction.** Reduce and double-side standard forms. When possible, automate standard forms as templates. Electronic forms are easier to use and eliminate the need for blank hard copy forms.
- **Shorten Documents.** It costs about 5 cents to make an impression from your office photocopier. When you mail a document, it costs about 3.5 cents each page for first class mail. Paper costs about .6 cents per page. If it still meets the business need, shorter documents save money.
- **Use Revision Features in Word Processing Software.** Take advantage of onscreen editing features when making changes to draft documents, then send the new draft electronically.

Reuse

- **Provide Trays to Collect and Reuse One-Sided Paper.** Encourage employees to save and reuse paper printed on only one side at their desks. Collect paper that has been printed on one side for reuse in copiers and fax machines. Also, use the one-sided paper to make scratch pads. Making $\frac{1}{4}$ -, $\frac{1}{2}$ -, or full-size scratch pads is simple and easy—just put single-sided paper face up and secure with a paper clip or binder clip at the top!

Copying Tips

- **Practice Preventive Copier Maintenance.** Keep copiers and printers in good repair and make it policy to only buy copiers and printers that make reliable double-sided copies. Let your copier maintenance person know when a copier is performing poorly (toner is low, jams frequently, etc.). Regular copier maintenance is important, especially if the toner is low. Many times copiers are used until all the toner is gone and that wears down machines. A copier that works well is less likely to jam and this helps save paper.
- **Fill Copier Trays Correctly.** Yes, there is a right way to put paper into the copier. Before filling a copier paper tray, check the label on one end of the paper ream package. Look for an arrow pointing up and the words “copy this side first.” Put the paper in the copier so that this side is facing up. This will reduce jams. Note that when a paper ream does not have a label with arrows, you can perform a simple test to see which way the paper should be inserted. Hold the stack of paper at each end and note how it flops down. Turn the paper over and note again how it flops down. The side that has the greatest flop, or curve, faces upward in the paper tray.
- **Route Memos and Newsletters.** Instead of making a copy for each person, route one copy around the office. Ask originators to send fewer copies to your office.

- **Provide Trays to Collect and Reuse Envelopes and File Folders.** Encourage reuse of large envelopes and file folders by providing centrally located trays for their collection. Your office can buy mailing labels with your return address and logo to place over old addresses on envelopes to facilitate their reuse. Always encourage employees to first reuse items such as large envelopes and file folders at their desk.

Reduce

- **Send Information Electronically.** Use e-mail for forms, document transmittals and faxes. Think carefully before printing electronic information. Organize and save it so it is easy to look up. This way you won't need to make hard copy files of important information. Make electronic backups regularly!
- **Eliminate Excess Mailings.** Trim mailing lists used to send information to your customers. Give customers opportunities to indicate if and how often they want to receive information. Your customers will appreciate your efforts to minimize unwanted or duplicated mailings.

Educate Employees on the Benefits of Paper Reduction

- **Let employees know** that their paper reduction efforts not only save paper, but also postage costs (from reduced mail volume), and storage space requirements. All these savings add to a leaner, more efficient office that benefits everyone.
- **Promote a “Think Before You Copy” Attitude.** Workers should be encouraged to make sure they really need the copies they are making and not to make excess copies.
- **Post Paper Reduction Reminders by Printers and Copiers.** Remind employees to copy double-sided by posting reminders near the copiers, using interesting posters or entertaining slogans (“2 sides are better than one,” “make a 2 (copies) for 1 (page) offer,” “get a second impression,” etc.) and change them often to maintain interest.
- **Consider Formalizing your Efforts in a Paper Reduction Campaign.** Make the campaign complete with slogans and a kick-off event. Include representatives from management and all levels of staff, decide priorities, develop measurable goals, and a timeline for implementation.

Reducing Junk Mail Sent to Your Business⁵

In 1999, the U.S. generated 5,560,000 tons of third class mail (the primary class for unsolicited mail); of this total, 4,330,000 tons (78 percent) were disposed. Junk mail sent to businesses requires employee handling and contributes to your waste hauling costs. CalRecycle offers these steps to reduce the amount of junk mail sent to your business:

Remove Your Business From Two Major Mailing List Databases

- **Dun & Bradstreet (D&B)** maintains the largest company database worldwide, collecting information on more than 70 million business establishments from 217 countries. Up to 1,500 data items are collected on each business. Businesses can either use D&B's database services to develop their own direct-mail lists or purchase lists directly from D&B.

A business may have its information removed from business marketing lists published by D&B. An authorized representative of the business can request the "delisting" process orally or in writing, resulting in its removal from marketing directories, publications and/or mailing lists. To have your business delisted, call D&B's customer service center at 1-800-333-0505 or send an e-mail to custserv@dnb.com.

- **InfoUSA** maintains information on more than 12 million businesses in the U.S. To remove your business from their lists.

Send a letter by regular mail to Info USA, P.O. Box 27347, Omaha, NE, 68127.

Fax a letter to (402) 331-0176. The letter should say on the top: "Attention—Business Update Department." The letter should include the complete business name, address, and phone number, the name and title of the person request the deletion; and that person's signature.

Remove Your Business from Specific Company Mailing Lists

Not every company uses the mailing list databases maintained by Dun & Bradstreet and InfoUSA. There are two basic ways to remove your business from specific company mailing lists.

- **Collective.** Designate a person in your business to contact individual, persistent mail solicitors. (The person who handles your mail would be a logical choice.) Have each person in your business redirect all unwanted mail to that person. The designated "junk mail watchdog" can then compile

a list of the individuals receiving unsolicited mail from specific companies and contact the most persistent companies to request that they remove the individual names from their mailing lists.

- **Individual.** Encourage all your employees to contact persistent direct marketers and request they be removed from their mailing lists. It is most effective if the highest level of management possible encourages the employees to take this action.

Reduce Packaging

- Select products from suppliers and manufactures that use minimal packaging. If you buy paper by the case, buy paper that is not packaged in individual reams. If you buy cleaning agents by the case, buy those that do not have cardboard dividers between the bottles. Look for similar waste reduction opportunities in all your purchasing. If you work for a company large enough to make a difference, tell the manufactures that your selections are based on the amount of packaging that they use.
- Reuse packing material whenever possible, and look for ways to reduce its use when you send products to customers.
- Work with distributors to take back packaging that can be reused. Many distributors will work with you if you ask. Items like pallets, boxes and packing peanuts can be reused by the distributor and it saves them money as well.





Construction and Demolition⁶

At the end of a building's life, demolition generates large amounts of materials that can be reused or recycled, principally wood, concrete and other types of masonry, and drywall. Rather than demolish an entire building, consider "deconstructing" all or part of the structure. Deconstruction is the orderly dismantling of building components for reuse or recycling. In contrast to demolition, where buildings are knocked down and materials are either landfilled or

recycled, deconstruction involves carefully taking apart portions of buildings or removing their contents with the primary goal being reuse. It can be as simple as stripping out cabinetry, fixtures, and windows, or as involved as manually taking apart the building frame.

In Roseville, some unwanted materials like cabinets, doors, windows and other materials can be donated to Habitat for Humanities ReStore, as a tax deductible donation.

Habitat for Humanities ReStore

8280 Industrial Avenue
Roseville, CA 95678
(916) 797-8673
www.foothillshabitat.org





Plastics

Plastics constitute a significant amount of the commercial waste stream and their generation can be reduced by incorporating these business practices and purchasing changes:

- Instead of disposable plastic cups, plates and utensils, use reusable cups, plates and utensils for business functions.
- Reuse trash can liners more than once where you can.
- Restaurants: Provide condiments in bulk dispensers.
- Request that deliveries be shipped in returnable containers.
- Reuse packing supplies like bubble-wrap or ask your vendor to take the material back.
- Work with your vendors to reduce unnecessary or unneeded plastic wrapping and packaging for products delivered to your business site.



Recycling in Roseville

We are fortunate in Roseville to have automatic recycling of business waste through the Materials Recovery Facility (MRF), located just north of Roseville adjacent to the Western Regional Sanitary Landfill. The waste your business generates is taken to the MRF where it is first machine and then hand sorted. As a result, Roseville is able to divert about 66 percent of all solid waste away from the landfill to a beneficial reuse of the material or the material is recycled. The remaining residual waste, which cannot be recycled is sent to the landfill. Visit www.onebigbin.com to see how the recycling process works.

Source Reduction at Your Business Can Save You Money

Although recycling is easy in Roseville, taking that next step and examining the waste your business generates can bring forth opportunities to save your business money.

Most businesses have commercial bins that are serviced on a standard schedule. For each haul, your business is charged accordingly. Reducing waste generation at your business means less hauls by the city and a lower utility bill.

The other opportunity to save money is the reduction of purchasing costs through incorporation of business practice changes that lead to more efficient product uses and less packaging waste. As an example, a simple practice like using a double-sided printing standard can make a big difference in the reduction of paper waste. Less wasted paper leads to less purchased paper and more profit for your business.



In the Warehouse

Making the switch from one-use or limited use packaging (pallets, cardboard boxes) to reusable transport packaging is another opportunity to save money in the long term for some businesses. Not only reduced material costs, but also increased load efficiency can add up to significant savings for businesses. More information on incorporating reusable can be found at the Reusable Packaging Association website at www.choosereusables.org.



Resources to Donate Overstocked or Unwanted Materials in Lieu of Throwing Them Away

California Materials Exchange

A free listing for materials that can be reused in lieu of throwing them away.
www.calrecycle.ca.gov/CalMAX

reCREATE

Businesses can donate unwanted materials which are used by artists (adult and children) to make art and crafts. Donations are tax deductible.

414 Vernon Street, Suite 110
Roseville, California
916.770.9880
www.recreate.org

Habitat for Humanities ReStore

In Roseville, some unwanted materials like cabinets, doors, windows and other materials can be donated to Habitat for Humanities ReStore. Donations are tax deductible.

8280 Industrial Avenue
Roseville, CA 95678
(916) 797-8673
www.foothillshabitat.org

Resource Websites for Businesses

State of California, CalRecycle

www.calrecycle.ca.gov/ReduceWaste/Business

U.S. Environmental Protection Agency

www.epa.gov

City of Roseville, Environmental Utilities

www.roseville.ca.us/recycle

This guide is a compilation of tips and information provided in whole or in part as noted in the footnotes.



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www.roseville.ca.us/eu



www.fsc.org Cert. no. XXX-XXX-XX
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