



# COMMERCIAL RECYCLING GUIDE GETTING STARTED

S  
T  
E  
P

1

## Implementing a Recycling Program at Your Building

### I. SF Recycling Goals

In September 2002, the San Francisco Board of Supervisors established a citywide 75% waste diversion goal by the year 2010 and a zero waste to landfill goal by the year 2020.

The City is well on its way to achieving these goals and is proud to report a 67% recycling rate in 2004. This would not have been possible without the dedication and participation of the City's commercial sector and the leadership and commitment of proactive business organizations such as BOMA.

Getting to the next diversion level is a priority and a challenge for this City that can only be achieved through continued participation and expansion of recycling programs in our business community. The resources contained in this Recycling Guide are designed to help all of us meet that challenge.

### II. 2006 CORY Award Winners

BOMA SF annually hosts the Commercial Recycler of the Year (CORY) Awards, which recognize office building owners and managers, hoteliers and restaurateurs who have achieved significant results in reducing solid waste and whose leadership, policies and programs demonstrate a commitment to environmentally sustainable practices.

The Awards are sponsored in partnership with the City and County of San Francisco Department of the Environment and Golden Gate Disposal & Recycling Company.

The **6th Annual CORY Awards** were awarded on April 27, 2006 at the Palace Hotel. See the winners at [www.bomasf.org/coryawards.html](http://www.bomasf.org/coryawards.html).

### III. New Earth Awards for 2007

The BOMA Environment Committee is working with the San Francisco Department of the Environment to expand the scope and criteria of the CORY Awards. The new Earth Award will go beyond recycling to recognize the efforts of building owners and managers in energy and water conservation, toxics reduction, air quality, transportation and education.

The new application and a brown bag to introduce the Earth Award will be scheduled in October 2006. Keep checking the BOMA SF website for more information.



# COMMERCIAL RECYCLING GUIDE

# GETTING STARTED

S  
T  
E  
P

1

#### **IV. Free Technical Assistance**

Need help starting or improving a recycling program in your building? Contact Chris Wong of the BOMA Environment Committee at [cwong@swigco.com](mailto:cwong@swigco.com). Committee members and past CORY Award winners are available to guide you.

The San Francisco Department of the Environment provides on-site technical assistance and other resources at no cost. Contact Alex Dmitriew, Commercial Recycling Assistant Coordinator, at [alex.dmitriew@sfgov.org](mailto:alex.dmitriew@sfgov.org).

***FOR MORE CONTACTS AND RESOURCES, GO TO STEP TWO.***



# COMMERCIAL RECYCLING GUIDE

# WHO TO CALL?

S  
T  
E  
P

# 2

## **BOMA of San Francisco, Environment Committee**

[www.bomasf.org/pageserver.cgi?tpl=main.tpl&name=committee-list&idx=11](http://www.bomasf.org/pageserver.cgi?tpl=main.tpl&name=committee-list&idx=11)

The Committee's mission, upcoming events schedule, resources and reference articles.

## **Department of the Environment, City and County of San Francisco**

### ***Free and Low-Cost Environmental Services for SF Businesses***

[www.sfenvironment.com](http://www.sfenvironment.com), [environment@sfgov.org](mailto:environment@sfgov.org), (415) 355-3700

#### **Commercial Recycling** (415) 355-3745

[www.sfenvironment.com/aboutus/recycling/commercial.htm](http://www.sfenvironment.com/aboutus/recycling/commercial.htm)

Why and how to recycle at your business, commercial composting collection, other programs and incentives. Free on-site assistance, containers, multilingual signage, outreach materials and staff training.

#### **Toxics Reduction for Businesses** (415) 355-3766

[www.sfenvironment.com/aboutus/toxics/commercial.htm](http://www.sfenvironment.com/aboutus/toxics/commercial.htm)

Hazardous Waste Directory, Less Toxic Tips and other information for choosing less-toxic products and safely recycling and disposing of batteries, computers, paint, lighting, toner cartridges and other hazardous waste.

#### **Green Building** (415) 355-3718

[www.sfenvironment.com/aboutus/innovative/greenbldg/](http://www.sfenvironment.com/aboutus/innovative/greenbldg/)

Resource guides, example projects, and listings of green building services and materials in the Bay Area. Free on-site assistance and low-cost technical green building consulting and monthly green building tours.

#### **Clean Air** (415) 355-3734

[www.sfenvironment.com/aboutus/air/index.htm](http://www.sfenvironment.com/aboutus/air/index.htm)

Commuter Benefits, Free Emergency Ride Home, and other San Francisco employer information and services.

#### **Energy** (415) 355-3769

[www.sfenvironment.com/aboutus/energy/](http://www.sfenvironment.com/aboutus/energy/)

Energy conservation tips, complete lists of energy efficiency rebates currently available, financing assistance, and free on-site assistance to help reduce energy bills.



# COMMERCIAL RECYCLING GUIDE

## WHO TO CALL?

S  
T  
E  
P

# 2

### **Public Utilities Commission, City and County of San Francisco** ***Water Conservation Services for SF Businesses***

[www.sfwater.org](http://www.sfwater.org), (415) 551-4730

The San Francisco Public Utilities Commission offers free water conservation audits and cash rebates for purchasing water-efficient fixtures as well as free devices such as high-efficiency spray valves for restaurants and food service facilities.

### **San Francisco Green Business Program** (415) 355-3758

[www.sfgreenbiz.org](http://www.sfgreenbiz.org)

The San Francisco Green Business Program is a partnership of City Agencies that promote, recognize and provide hands-on support to local businesses that operate in an environmentally responsible way. It is a voluntary program that encourages businesses to comply with all environmental regulations and meet program criteria for conserving resources, preventing pollution and minimizing waste.

### **Golden Gate Disposal & Recycling Company**

[www.goldengatedisposal.com/](http://www.goldengatedisposal.com/)

Recycling, composting and garbage information including newsletters, on-line slide shows and videos.

### **Business Recycling and Reuse Directory**

[www.bomasf.org/pdf/news/bizreuserecyclingdirectory.pdf](http://www.bomasf.org/pdf/news/bizreuserecyclingdirectory.pdf)

A "Short List" of recycling pick-up and drop-off contact information by type of material.

For additional listings by type of material, see the SF Department of the Environment Directory at:

[www.sfenvironment.com/directories/rec\\_centers.htm](http://www.sfenvironment.com/directories/rec_centers.htm)



# COMMERCIAL RECYCLING GUIDE

# JANITORIAL TEAM

S  
T  
E  
P

# 3

## **Janitorial service companies are valuable partners in the success of your recycling program.**

See the resources below for tips on working with your janitorial service company to create a simple, easy to use, recycling program that works for everyone.

There is sample language for your janitorial contract or next janitorial bid.

There are sample specifications for purchasing recycled content janitorial supplies and less toxic cleaners to help the environment, improve worker health and safety, and save money.

- I. **Tips for Working with Janitorial Service Companies, including sample bid or contract language for janitorial trash and recycling services**  
[Click here for Tips to Working with Janitorial Service Companies](#)
  
- II. **Sample Purchasing Specifications**  
[Click here for Recycled Content Janitorial Paper Products Sample Specs](#)  
[Click here for Recycled Content Plastic Bag Liners Sample Specs](#)  
[Click here for Environmentally Preferable Janitorial Cleaners Sample Specs](#)



# COMMERCIAL RECYCLING GUIDE

# ESSENTIAL TOOLS

S  
T  
E  
P

4

## **Memos about the Recycling Program from the property manager to the tenants:**

- [Click here](#) for Template Letter for Source Separated Recycling Program
- [Click here](#) for Template Letter for Mixed Recycling Program

## **Instructions about what's recyclable and what's not:**

- [Click here](#) for Template Instructions for Source Separated Recycling Program
- [Click here](#) for Template Instructions for Mixed Recycling Program

## **Template for Recycling and Trash Container Count:**

- [Click here](#) for Template for Recycling and Trash Container Count

For the property manager or janitorial staff to estimate the number and type of new containers that may be needed in each tenant space.

Several types of containers are available at low or no cost for recycling and composting programs. Golden Gate Disposal & Recycling Company offers low-cost containers for recycling and free slim-jim's and toters for composting programs.

Free desktop recycling trays are available from the San Francisco Department of the Environment. You may also be eligible for other no-cost containers from the City for office building recycling demonstration or pilot programs. Call SF Environment at 415-355-3745.

Please also ask about available Posters and Container Labels.

## **Sample E-Clean Up Day Letter to Tenants:**

- [Click here](#) for Sample E-Clean Up Day Letter to Tenants

Information about organizing and logistics for a periodic electronic equipment collection day (computers, monitors, TV's, copiers, printers, and fax machines, for example).

## **Template for Tenant Survey for Recycling Program Evaluation & Feedback:**

- [Click here](#) for Template for Tenant Survey for Recycling Program Evaluation

Once your program is in place, it's important to ask for feedback so adjustments and improvements can promptly be made. This template can be formatted for paper, e-mail or web-based versions.



# COMMERCIAL RECYCLING GUIDE

# RETAIL TENANTS

S  
T  
E  
P

# 5

## Recycling and Composting for Retail Tenants

From cardboard shipping containers to leftovers in the food courts, solid waste is an issue for all retail facilities. Property Managers and Recycling Coordinators can use the resources and information below to design their own program.

In establishing a successful retail recycling program, here are some essential steps:

1. Assess your waste stream.
2. Identify materials to be collected – cardboard, paper, bottles and cans for recycling; food scraps, waxed cardboard and soiled paper for composting.
3. Select a recycling service provider.
4. Educate Tenants.
  - a. *Conduct face-to-face visits*
  - b. *Develop a Retailer Recycling Handbook*
  - c. *Add language to lease agreements about participation in recycling and composting programs*
  - d. *Make clear signage*
    - i. **Posters** - *Bottles & Cans Recycling, Composting*
    - ii. **Labels** - *Cardboard, Bottles & Cans, Compostables, Trash Only*
  - e. *Sponsor shopper events*

By following these simple steps with your Retailers, you can create a cost-effective program that caters to each individual tenant.

**RESOURCES:** America's Marketplace Recycles! <http://www.epa.gov/rcc/amr.htm>



The International Council of Shopping Centers (ICSC) <[www.icsc.org](http://www.icsc.org)> and the U.S. Environmental Protection Agency (EPA) have teamed up to form America's Marketplace Recycles! (AMR!). AMR! is an award program aimed at shopping centers, their retail tenants and employees, and the shopping public. The purpose of America's Marketplace Recycles is to promote recycling and encourage waste reduction in packaging.



# COMMERCIAL RECYCLING GUIDE

## Additional Resources

S  
T  
E  
P

# 6

### **Stop Junk Mail**

[www.bayarearecycling.org/junkmail/](http://www.bayarearecycling.org/junkmail/)

Easy steps, sample letters, and a Stop Junk Mail Kit for businesses and for residents.

### **Construction and Demolition (C&D) Debris Recycling**

[www.sfenvironment.com/aboutus/recycling/construction.htm](http://www.sfenvironment.com/aboutus/recycling/construction.htm)

The City and County of San Francisco adopted an ordinance (No. 27-06) effective on July 1, 2006, that creates a mandatory program to maximize the recycling of construction and demolition (C&D) debris generated from construction, demolition or remodeling projects.

### **Links to Other Recycling Resources for Property Managers**

#### **Scroungers Center for Reusable Art Parts - What SCRAP Accepts**

[www.scrap-sf.org](http://www.scrap-sf.org)

SCRAP is a creative reuse center, store and workshop space in San Francisco. Donations of re-usable materials such as textiles, paper, jewelry findings, wood, buttons and plastics are collected from businesses, institutions and individuals and distributed to art and educational groups.

#### **California Integrated Waste Management Board –**

##### **Business Waste Prevention**

[www.ciwmb.ca.gov/BizWaste/](http://www.ciwmb.ca.gov/BizWaste/)

##### **Waste Reduction and Recycling Posters and Stickers**

[www.ciwmb.ca.gov/BizWaste/Posters/](http://www.ciwmb.ca.gov/BizWaste/Posters/)

##### **Reduced Packaging in the Retail Industry**

[www.ciwmb.ca.gov/Packaging/Retail/](http://www.ciwmb.ca.gov/Packaging/Retail/)

##### **Selected Fact Sheets:**

###### ***Reducing Waste in Property Management -***

<http://www.ciwmb.ca.gov/BizWaste/FactSheets/Property.htm>

###### ***Purchasing for Waste Reduction -***

[www.ciwmb.ca.gov/BizWaste/FactSheets/Purchase.htm](http://www.ciwmb.ca.gov/BizWaste/FactSheets/Purchase.htm)

###### ***Encouraging Top Management to Support Waste Reduction Efforts -***

[www.ciwmb.ca.gov/BizWaste/FactSheets/Encourage.htm](http://www.ciwmb.ca.gov/BizWaste/FactSheets/Encourage.htm)





# COMMERCIAL RECYCLING GUIDE

# Additional Resources

S  
T  
E  
P

# 6

### *Waste Reduction Ideas for Offices -*

[www.ciwmb.ca.gov/BizWaste/FactSheets/Offices.htm](http://www.ciwmb.ca.gov/BizWaste/FactSheets/Offices.htm)

### *Waste Reduction at Retail Stores -*

[www.ciwmb.ca.gov/BizWaste/FactSheets/Retail.htm](http://www.ciwmb.ca.gov/BizWaste/FactSheets/Retail.htm)

### *Food Service Waste Reduction Tips and Ideas -*

[www.ciwmb.ca.gov/BizWaste/FactSheets/FoodSrvc.htm](http://www.ciwmb.ca.gov/BizWaste/FactSheets/FoodSrvc.htm)

### **Bottles and Cans Recycling - Department of Conservation**

[www.bottlesandcans.com/](http://www.bottlesandcans.com/)

Order posters, stickers, and starter kits for office, gym and restaurant recycling for bottles and cans. Information on how and where to recycle and a green gift guide.

### **Retail Packaging - "A Better Way", Reusable Transport Packaging**

[www.swmcb.org/better-way/](http://www.swmcb.org/better-way/)

Information, case studies and tools to reduce packaging and shipping waste in the retail industry.

### **EPA's WasteWise Program**

[www.epa.gov/wastewise](http://www.epa.gov/wastewise)

EPA's free, voluntary program designed to help organizations eliminate costly solid waste offers a host of free tools and resources.