

## Appendix C

---

### **Supporting Materials for Business Outreach**

- Outreach List for Large Businesses and Institutions
- Cost Savings Proposal for Snohomish County Corrections
- Press Release for Snohomish County Corrections
- Promotional Postcard Mailer

## OUTREACH LIST FOR LARGE BUSINESSES AND INSTITUTIONS

BUSINESS NAME	CLASSIFICATION	CITY
<b>HOSPITALS</b>		
Valley General Hospital		Monroe
<b>RETIREMENT COMMUNITIES</b>		
Cascade Valley Senior Living		Arlington
Arlington Manor Residential Cr		Arlington
Regency Care Center At Arlington		Arlington
Cascade Valley Senior Living		Arlington
Olympic Place Retirement and Assisted Living Community		Arlington
Cascade Valley		Arlington
Cascade Valley Hospital		Arlington
Cascade Valley Senior Living		Arlington
Olympic Place		Arlington
Regency Care Center		Arlington
Leano's Adult Family Home Care		Bothell
Life Care Center of Bothell		Bothell
North Creek Retirement & Assisted Living Community		Bothell
LIFE CARE CENTER OF BOTHELL		BOTHELL
Hilltop House Retirement Community		Bothell
Aegis of Edmonds		Edmonds
Aldercrest Rehabilitation		Edmonds
Avalon Inn Edmonds	B	Edmonds
Edmonds Landing Retirement Community	A	Edmonds
Rosewood Courte	A	Edmonds
Sunrise of Edmonds		Edmonds
Clare Bridge at Silver Lake	C	Everett
Amberlight I		Everett
Amy's Adult Care Home		Everett
Arbor Place at Silver Lake	A	Everett
BETHANY AT PACIFIC		EVERETT
Bethany at Silver Crest		Everett
BETHANY AT SILVER LAKE	A	EVERETT
SilverCrest Adult Care Family Homes		Everett
Broadway Plaza East		Everett
Broadway Plaza West		Everett
Buenavente Adult Family Home		Everett
Cascadian Place	C	Everett
Everett Plaza		Everett
EVERETT REHABILITATION & CARE		EVERETT
Forest View Too Adult Home		Everett
FOREST VIEW TRANSITIONAL HEALTH CENTER		EVERETT
Garden Court Retirement Community		Everett
Golden Care	B	Everett
Heritage Court Assisted Living	A	Everett
Katherine Court Adult Care		Everett
Seabrook		Everett
Somerset Alzheimer's Community		Everett
South Pointe Assisted Living Residence		Everett
Summer Breeze Haven		Everett
Sunrise View Retirement Villa	B	Everett
Washington Oakes	A	Everett
Aegis of Lynnwood		Lynnwood
Alderwood Retirement Manor		Lynnwood
Alternative For Residential		Lynnwood
Alterra Clare Bridge of Lynnwood		Lynnwood
Angels		Lynnwood
Brighton Court		Lynnwood
Chateau Pacific		Lynnwood
Clare Bridge of Lynnwood		Lynnwood
EMERALD HILLS HEALTHCARE CENTER		LYNNWOOD
Scriber Gardens		Lynnwood
Sunrise of Lynnwood		Lynnwood
Grandview Village	A	Marysville
Linda's Adult Family Home	B	Marysville
Madeleine Villa Convalescent		Marysville
Madeleine Villa Health Care Center		Marysville
Marysville Care Center		Marysville
Merrill Gardens at Marysville		Marysville
Quil Ceda Terrace Boarding Hm	B	Marysville
Stan Jones Retirement Home	B	Marysville
Windsor Square Apartments	C	Marysville
Merrill Gardens at Mill Creek		Mill Creek
Mill Creek Gardens	B	Mill Creek
Alder Siesta	B	Monroe
Merrill Gardens		Monroe

### KEY

Meeting set up

Question about suitability to contact

Bad phones; disconnected or not interested

Cedar Grove to contact

A - Yes

B - No

C - Maybe

Mountlake Terrace Plaza, A Merrill Gardens Community		Mountlake Terrace
Harbour Pointe	C	Mukilteo
DELTA REHABILITATION CENTER	B	SNOHOMISH
Merry Haven Care Center	B	Snohomish
Parkway Nursing Center	B	Snohomish
Sunrise of Snohomish		Snohomish
Woodlake Manor I Apartments	B	Snohomish

**!! FOOD SERVICE ESTABLISHMENTS: All contacted previously or geographically unsuitable**

Food Service Establishment	City
Albertson's #401	Snohomish
Albertson's #413	Bothell
Albertson's #414	Mountlake Terrace
Albertson's #456	Bothell
Albertson's #458	Mill Creek
Bonefish Grill	Bothell
Denny's #7129	Bothell
Fred Meyer #457	Bothell
Harbour Pointe Golf Club Restaurant	Mukilteo
Hilton Garden Inn	Mukilteo
Holiday Inn Express	Bothell
Marriott Towne Place Suites	Mukilteo
Mill Creek Central Market	Mill Creek
QFC #850	Bothell
QFC #855	Lynnwood
QFC #856	Mill Creek
Safeway #1514	Mill Creek
Safeway #3523	Lynnwood
Senior Svcs/Meals on Wheels	Mukilteo
Silver Dollar Casino	Mountlake Terrace
Sodexo America - Premera Blue Cross	Mountlake Terrace
Traxx Indoor Raceway	Mukilteo

**!! HOTELS: All contacted previously or geographically unsuitable**

Hawthorn Inn & Suites	Arlington
Best Western Edmonds Harbor Inn	Edmonds
Everett Mall Travelodge	Everett
Embassy Suites Hotel® Seattle-North/Lynnwood	Lynnwood
Courtyard by Marriott North Seattle/Lynnwood	Lynnwood
Hotel International	Lynnwood
Stanwood Hotel and Saloon	Stanwood

## Memo

**To:** James W. Harms, Community Corrections Commander, Snohomish County

**From:** Anisha Shankar, Associate, Cascadia Consulting Group, Inc.

**Cc:** Polagaya McLaughlin, Snohomish County Solid Waste

**Date:** June 24, 2008

**Re:** Proposal for new food scrap recycling (composting) program at the Corrections Facility

### Overview

---

Businesses and institutions are increasingly viewing food scrap recycling as an easy way to increase recycling and save money through reducing the amount of garbage disposed. The Snohomish County Solid Waste Division has contracted with Cascadia Consulting Group, Inc. to help businesses and institutions put food scrap recycling collection programs in place. By implementing a food waste collection program at the Department of Corrections (DoC), you will be able to meet the County government's directive to this effect.

The Correction Facility houses 1150-1200 inmates at any given time. This means that approximately 3,700 meals are prepared each day. A majority of lunches are trayed, although meals may be bagged as well to cater to those making court appearances. The amount of compostable material generated on-site and currently treated as waste, therefore, is significant.

The primary processor of compostable material (pre- and post-consumer food scraps, and yard waste) in the region is Cedar Grove Composting (CGC). CGC's facility is located in north Everett and is designed to process a wide array of material including meat, dairy, and waxed cardboard, such as used for transporting produce (see attached for a complete list of acceptable materials). CGC also provides collection service.

### Proposal

---

Cascadia will work with DoC to implement a successful food waste scrap recycling program that results in cost savings. Success of the program depends on its ease of use by both inmates and Corrections staff. We recommend a phased implementation:

Phase I: Collection will begin in the kitchen with collection of pre-consumer food scraps. The kitchen represents a good starting point because:

- (a) Compostable material is concentrated here
- (b) Kitchen staff (Aramark employees and inmates) may be trained more easily to separate material correctly
- (c) Diffusion of learning may occur as inmates rotate through kitchen duty

Phase II: Post-consumer collection will be expanded throughout the facility at designated "scraping stations".

Each phase is explained in detail below, followed by an estimate of cost savings.

### Phase I

We conducted a walkthrough of the kitchen and the loading dock on May 6, 2008. Based on this walkthrough, we recommend the following elements occur to implement the program successfully:

## New Container Service

We recommend making changes to your disposal streams in order to accommodate the new program and reduce garbage costs. Although greater detail is available in the attached cost proposal, a summary of recommended changes is as follows:

Disposal Stream	Current		New	
	Container Size	Service Level	Container Size	Service Level
Garbage	20 cy	6 days/week	35 cy	2 days/week
Food Scrap Recycling	N/A	N/A	6 cy	3 days/week

## Bins and Collection

Bin visibility, size, and location are all important for ease of collection. We recommend the following:

- Locating one bin for food scraps adjacent to each garbage bin in designated areas (dishpit, food prep area etc.). Location is important to make source separation easy.
- Color-coding and/or labeling bins clearly for the same reason. CGC can provide labels, and grant dollars may be available from the county to subsidize the cost of new bins.
- Lining all food scrap bins with compostable bags for ease of transport.

## Training

All staff will receive training on source separation and the special considerations needed when using compostable bags. Labels and posters will also be provided to serve as guides for action. If necessary, multiple trainings can be arranged to help staff retain learning.

## Disposal

Food scraps will be collected similarly to garbage and finally deposited in the designated food scrap collection dumpster.

## Phase II

Once the program is successfully underway in the kitchen, it can be expanded to the modules and other designated areas.

## Communication

We recommend that inmates and staff be made aware of the program as soon as implementation is complete in the kitchen. DoC staff has indicated that posters have worked well for other educational programs in the past and the same strategy may be used to “inaugurate” the program. This will also make the program expansion easier as inmates and staff become familiar with it.

## Planning & Collection

### Modules

Based on DoC staff recommendations, we recommend that, simultaneous to implementation in the kitchen, tray scraping be transferred to the modules. Currently, meal trays are knocked firmly against the sides of garbage cans in the kitchen’s dish pit to dislodge remains of food. This damages trays and creates a cost of replacing damaged trays. Therefore, inmates should be encouraged to begin scraping their trays into garbage bins in the modules with possible oversight by module workers. This preparation will allow for easy expansion of the program as eventually inmates will simply redirect their scrapings into food scrap bins.

### **Non-compostable materials**

We recommend that all materials on meal trays be compostable. Currently, the individual serving size butter and ketchup packets are non-compostable materials. As the program expands, we recommend switching to bulk condiments, which may be served in small compostable paper cups.

### **Bins**

As the second phase of implementation comes into operation, an additional food scrap collection bin will be added to each garbage station. Bins will be lined with compostable bags. Module workers who oversee the dispersal of trays will be trained to help inmates scrape trays correctly, ensuring that the appropriate materials go in the designated bins.

Approximately 25 locations have been identified as appropriate for "scraping stations" throughout the facility. This includes the modules, work-release, transportation, and booking areas.

Bags of food scraps will be transferred from these stations to the food scrap collection dumpster in the loading dock as usual.

### **Cost Savings**

By reducing the service level on the garbage container and by diverting food scraps toward the less expensive compost service, we estimate that DoC will be able to save \$14,000 annually. Please see attached for a cost analysis of the disposal systems at the County Jail.

#### Compostable bags

Compostable bags are more expensive than conventional plastic bags. Grant dollars will be used to make 12 cases of these bags available to DoC, which will represent approximately two months of use. At the end of that period, the expectation is that DoC will be able to use the dollar savings accrued from rationalized garbage collection service and diversion of compostable material to purchase a supply of compostable bags.

Please feel free to direct questions to me at [anisha@cascadiconsulting.com](mailto:anisha@cascadiconsulting.com) or to raise them during our meeting on Jun 24, 2008.

Thank you,  
Sincerely,  
Anisha Shankar



## Department of Corrections, Snohomish County

### Potential Recycling Cost Savings

June 20, 2008

#### Potential Savings (Annual Costs):

Current Costs:		\$	57,500
Projected Costs:	—	\$	43,000
Resulting Savings:	=	\$	<u>14,500</u>

#### Current Disposal Services

Garbage	370 tons disposed per year					
<u>1</u>	20 yd roll-off <sup>1</sup>	for	<u>waste</u>	collected	<u>5.9</u> days/week	Annual garbage costs \$ 57,500.00
						<u>ANNUAL COSTS \$57,500.00</u>

#### New Disposal Services:<sup>2</sup>

Garbage	265 tons disposed per year					
<u>1</u>	35 yd roll-off	for	<u>waste</u>	collected	<u>2</u> days/week	Annual garbage costs \$ 35,000.00
Compost Recycling	105 tons composted per year					
<u>1</u>	6 yd dumpster	for	<u>compostables</u> <sup>3</sup>	collected	<u>3</u> days/week	Annual compost costs \$ 8,000.00
						<u>ANNUAL COSTS \$ 43,000.00</u>

Information presented is estimated and based on the Department of Corrections' waste bills, waste rates requested from Rubatino Refuse Removal Inc., and data collected from Cascadia Consulting Group's study of business

1 20 cy container observed to be on average 55% full at the time of service.

2 Assumes (a) 48% of waste is compostable, (b) the program is fully implemented program, capturing 60% of compostable material.

3 Compost recycling includes food, soiled paper, plant trimmings, wood scraps, and waxed cardboard.

# Commercial Compost Collection



## Yes!

### Food Scraps

Meat, poultry, fish, shellfish & bones

Egg & dairy products

Table scraps & plate scraping

Fruit & vegetables

Bread, dough, pasta, grains

Coffee grounds, filters & tea bags



### Food Soiled Paper

Kitchen Paper Towels

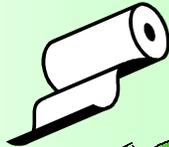
Uncoated Paper Take-out Containers

Pizza Delivery Boxes

Paper Napkins

Waxed Cardboard & Paper

Uncoated Paper Cups, Plates  
(No lids, straws or creamers)

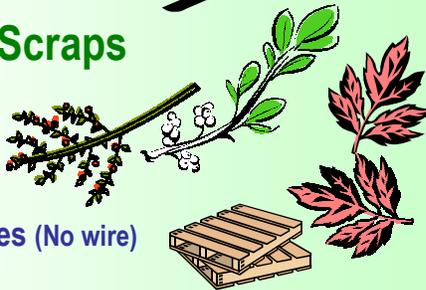


### Plant & Wood Scraps

Plants & flowers  
(No flower pots)

Wood pallets & crates (No wire)

Landscape vegetation (less than 4' long & 4" diam.)



## NO!

\*Plastic bags

\*Plastic tubs & bottles

\*Glass bottles & jars

\*Metal

Produce baskets & netting

Burlap

Plastic wrap

Cork

Coated or Plastic take-out containers

Paper dairy cartons

Plastic plates, cups & utensils

Latex & plastic gloves

Styrofoam

Foil

Wire & rubber bands

Grease & liquids

Restroom tissues & paper towels

Painted & treated wood

Pet waste



### Keep containers clean:

- ◆ Use paper bags, layered shredded paper, waxed cardboard boxes or **approved compost bags ([www.cgcompost.com](http://www.cgcompost.com))**.
- ◆ Rinse containers frequently into the sanitary sewer.
- ◆ Request clean containers as needed from Cedar Grove



1-877-764-5748

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

FOR IMMEDIATE RELEASE

Contact: Community Corrections Commander

Tel:

Email:

SNOHOMISH COUNTY DEPARTMENT OF CORRECTIONS TO JOIN THE FIGHT TO SLOW CLIMATE  
CHANGE

SNOHOMISH Department of Corrections (County Corrections) is kicking off a pilot food scrap recycling program in the facility's kitchen in the week of August 18 (*to confirm*). This effort will support the executive order by County Executive Aaron Reardon to "redirect County resources to minimize the impact of the County government on the environment". This executive order recognizes that a rationalization of the waste stream is part of this effort. According to the Environmental Protection Agency (EPA), for every ton of organic matter composted, the release into the atmosphere of 0.2 metric tons of carbon dioxide (CO<sub>2</sub>) is avoided. When the program is implemented across the entire facility, County Corrections is expected to divert approximately 105 tons of food scraps and to reduce emissions by 21 metric tons of CO<sub>2</sub> annually.

Assisted by the County's Solid Waste Division and outside consultants, County Corrections will introduce composting throughout the facility in a phased manner beginning in the kitchen. In preparation for the program, the Corrections' food services provider, Aramark has phased out potential contaminants in the organics stream such as single-serve packets of ketchup and mustard and will begin using bulk condiments. Kitchen staff will be trained by Cedar Grove Composting, the contracted hauler and compost processor, and will, in turn, oversee training of inmate staff who rotate through the kitchen. The program will then be introduced everywhere in the facility where food is served. This will include the residential modules, the work-release department, and booking areas.

During Phase I, County Corrections will run short videos throughout the facility to publicize the new program. When the program is fully implemented, it expects to save approximately \$14,000 in reduced waste costs.

For more information, please contact the Community Corrections Commander via telephone at 425-XXX-XXXX or via email at [XXX](#).

###

FOR IMMEDIATE RELEASE

Contact: Polagaya Fine-McLaughlin  
Senior Planner, Public Works, Solid Waste Division  
Tel: 425-388-6492  
Email: [polagaya.mclaughlin@co.snohomish.wa.us](mailto:polagaya.mclaughlin@co.snohomish.wa.us)

SNOHOMISH COUNTY OFFERS BUSINESSES FREE TECHNICAL ASSISTANCE TO COMBAT  
CLIMATE CHANGE

SNOHOMISH County's Solid Waste Division will provide all interested businesses in the county with the technical assistance to start a food scrap recycling program. Waste disposal is more expensive than food scrap recycling and therefore, businesses often save when they implement this program. At no cost to the business, consultants working with the County will review business garbage bills for additional potential cost savings, design the program, and assist with implementation.

This single strategy will also help meet two goals (NE 9 and 10.B) in Snohomish County's Comprehensive Plan. These goals require that the County promote "recycling to reduce the detrimental effects on the natural environment and human health and safety," and help "sustain Snohomish County's economy, environment and communities by minimizing greenhouse gas emissions..." According to the Environmental Protection Agency, for every ton of organic matter composted, the release into the atmosphere of 0.2 metric tons of carbon dioxide (CO<sub>2</sub>) is avoided.

Food scraps will be collected by the locally owned and operated Cedar Grove Composting. It will also conduct training for employees of participating businesses, and provide free labels and posters.

For more information, please contact Polagaya McLaughlin via telephone at 425-388-6492 or via email at [polagaya.mclaughlin@co.snohomish.wa.us](mailto:polagaya.mclaughlin@co.snohomish.wa.us)

###

# Recycle Food Scraps and Save Money on Your Garbage Bill

Lower your garbage bill by recycling and composting. Typical restaurants can divert up to 95% of their waste stream.



## Are you overpaying for your garbage service?

Sign up for food scrap recycling today and take advantage of a limited time offer from Snohomish County. When you sign up, you will receive:

- A free review of your garbage bill to identify potential savings
- Free consultant services
- Free educational posters, stickers, and employee training

## Why waste a good thing?

Food compost collection is now available for businesses in Snohomish County. Now your business can put compostable kitchen scraps in a separate container for off-site composting. We'll show you how.

Sign up  
today and  
save!

**Call 425-388-3425 (press 0) for more information.**

Sign up for food  
scrap recycling  
today and save!



### Project Sponsors

Washington State Department of Ecology,  
Snohomish County Public Works Solid Waste, and  
Participating Cities in Snohomish County



**Snohomish County**  
**Public Works**

*Solid Waste*

3000 Rockefeller Ave., M/S 607  
Everett, WA 98201

PRSR STD  
US Postage  
PAID  
Everett, WA  
Permit No. 120