

LOTT CLEAN WATER ALLIANCE



2010

Materials Management Recommendations

Thurston County Public Works offers the following information to assist LOTT Clean Water Alliance to conserve resources, improve efficiency, increase positive public perception, and enhance their bottom line.

Prepared by: Allyson Ruppenthal
Thurston County Public Works

LOTT Clean Water Alliance

MATERIALS MANAGEMENT RECOMMENDATIONS

INTRODUCTION

Materials management recommendations have been developed from information gathered from meetings with LOTT Clean Water Alliance staff and through walk-through evaluations at LOTT's Budd Inlet Treatment Plant.

RECOMMENDATIONS

Even though LOTT Clean Waste Alliance is participating in recycling and environmentally preferable purchasing practices, opportunities still exist to increase recycling participation and waste prevention. It is also important to remember to implement these recommended changes over time.

Internal Education and Outreach

- Keep employees informed and involved – provide regular updates to employees and management about waste reduction efforts. Everyone likes to hear a good word, and employees need to know that their commitments help achieve program goals. Positive communication and employee recognition (via newsletters, email announcements, recognition events) are critical to long-term success of waste reduction programs.
- Allow people involved in the organization a chance to suggest ways to reduce waste in the office. Consider operating a suggestion system that offers recognition for good waste reduction ideas.
- Find volunteers in each work area who will be trained as "waste reduction pros." The pros will be friendly and knowledgeable source of information throughout the organization.
- Have an annual employee training workshop to keep employees informed about reuse and recycling policies and procedures.
- Train new employees. Let them know they are expected to use resources carefully and fully participate in waste reduction programs. Explain how to prevent waste, and how to recycle materials.



Disposable paper cups used in LOTT's gym.

- Encourage employees to bring their own water bottles to use in the gym facilities in order to cut down on paper cup purchasing costs and disposal costs.
- Use all-employee gatherings to promote waste reduction. Show what is being done well and what areas need improvement.
- Graph progress and show people how they are doing by group or department. Create a contest between groups or departments, and award prizes or trophies (reused, of course).

External Education and Outreach

- Let the public know about LOTT's waste reduction program. Send news releases about your efforts to local papers, and trade and environmental publications.
- Join the Environmental Protection Agency's (EPA) WasteWise program. The WasteWise program is a free program open to businesses, schools, local governments, and non-profit organizations of all sizes and from all industry sectors. WasteWise helps to meet goals to reduce and recycle municipal solid waste and selected industrial wastes. By participating in WasteWise LOTT can:
 - Reduced purchasing and disposal costs.
 - Access a toll-free helpline for technical assistance.
 - Receive an Annual Climate Profile describing greenhouse gas reduction.
 - Obtain public recognition in WasteWise publications, case studies, and meetings.
 - Network in member and regional forums.
 - Receive WasteWise Awards that recognize outstanding achievements.
 - Acquire outreach and educational materials.

General Recycling

- Make sure that recycling is convenient for employees. Recycling containers need to be handy and clearly marked for employees to use (every garbage can should have a recycling container next to it). Develop simple ways to keep employees informed and involved – make it easy and convenient for everyone to participate.
- Use clear and consistent signage. Pictograms are a good idea since most workplaces have a culturally diverse workforce and clientele.

Reduce Paper Waste

- Duplex (double-sided) print and copy whenever possible.
- Use software that allows you to fax directly from your computer, without printing.



Desk-side recycling.

- Eliminate duplicate mailings and subscriptions. Send mailing labels back to the sender and request that only one address remain. Circulate a single copy among staff.
- Use the back sides of printed sheets for notepads and drafts (full size or cut smaller). As you print drafts, feed used paper (i.e., printed on one side only) back into the printer and print on the clean side. (A good idea is to designate a "draft drawer" of used paper.) Used paper can also be used in fax machines.
- Identify and eliminate unnecessary forms and redesign forms to use less space or duplex print. Have forms available on your computer or posted on your website to be printed as needed.
- Eliminate fax cover sheets by using "sticky" fax notes.
- Proof documents on your computer rather than printing them.
- Order supplies by e-mail or voice-mail rather than fax or mail.
- Send e-mails and establish e-bulletin boards to communicate among staff, rather than writing paper memos.
- Reduce the size or frequency of reports, or distribute them electronically for on-screen viewing.
- Instead of making duplicate copies of reports, memos, newsletters and other documents, print one copy and circulate it around the office. Or, post the information on an office intranet site.
- For new software, order only the number of manuals needed and encourage employees to share. Do the same with phone books, or arrange for an online phone book.
- Educate staff on the need to decrease usage of disposable food containers and utensils. Encourage staff to bring their own reusable cups/mugs, plates and utensils to work, and pack a 'waste-free' lunch.

Organic Waste

- Consider instituting a composting program. There are now more opportunities available to support composting efforts. Paper towels make up a considerable volume of waste generated at the treatment facility.



LOTT's yard debris collection dumpster.

"Green" Meetings

- Do not print out agendas, use a white or blackboard instead.
- Discourage circulating paper copies at the meeting. If possible, use a projector to review documents and presentations. If this is not possible, duplex print only enough copies to share.

- Appoint a person to take notes and e-mail the notes to participants. Using a laptop for this task makes it easy.
- Ask guest speakers and moderators to comply with your paperless philosophy.
- Do not use disposable paper cups, supply reusable cups or request that people bring their own.

Purchase Wisely

- Implement an environmentally preferable purchasing policy.
- Select products with the least packaging and which have easily recyclable packaging.
- Work with vendors to minimize product packaging. Eliminate inner-pack dividers in shipping containers for miscellaneous supplies. Ask vendors to take back used or damaged products for reuse and recycling (choose vendors that offer these services).
- Require deliveries to be shipped in returnable containers (e.g. durable crates).
- Buy products in bulk or in concentrated form. Also choose items that are durable, repairable, and recyclable. Make sure to order only what you need.
- Use less toxic products for cleaning, inks, and paints (e.g. vegetable-based inks, water-based glue, markers, and paints).
- Use and maintain durable equipment and supplies.
- Avoid bright or deep toned paper.
- “Astrobrights” and other brightly colored papers can cause problems at paper recycling mills. Pastel colors (light green, light blue canary yellow, light pink) are less of a problem and stand out just as well. They even cost less.
- Purchase 100% recycled paper.
- Buy remanufactured toner cartridges. They are the same quality as virgin cartridges and typically cost \$20 to \$50 less.



Storage for used oil awaiting reuse or recycling.

Custodial Services

- Develop expectations with custodial employees that will enhance your waste reduction goals.
- Use plastic trash liners made of recycled HDPE instead of ones made with LDPE or LLDPE. They contain fewer raw materials, work equally well for most uses, and generally cost less.

- Purchase the least toxic cleaners for the job.
- Dispense cleaning solutions in refillable containers like pump spray bottles. Use products in non-aerosol containers where possible.

Landscaping

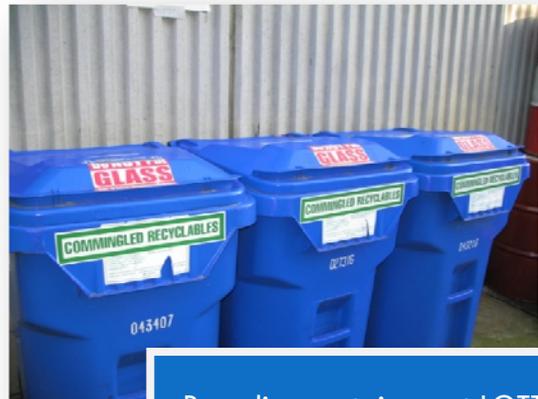
- Continue to compost all organic waste streams and use in landscaping operations.
- Incorporate waste reduction into the planning process for special projects: Minimize discards from construction and demolition; plan to reuse materials; provide extra container capacity for recycling.
- Consider compost as a natural alternative to fertilizers and alternatives to using pesticides.
- Reuse plant containers.
- Use plants that require less pruning and use native plants whenever possible.
- Choose plants that fit into the space available to avoid trimming. When updating or developing a landscape design; choose slow-growing species and evergreens to reduce the production of plant debris.
- Using both winter and summer perennials can give year-round color without the cost and waste of replacing annual plants.
- Design landscape based on anticipated use (turf vs. shrubbery).
- If using turf, choose dwarf or other slow growing varieties that require less water.
- Purchase plant containers that are recyclable.
- Recycle excess plant containers, when possible.
- Set up a recycling program for your employees and encourage them to participate.
- Incorporate "grasscycling" into your lawn care. Leaving grass clippings on a lawn can significantly reduce the waste volume while conserving soil nutrients and saving fertilizer costs. Use a mulching mower to cut grass into smaller pieces, thereby allowing the clippings to decompose faster. Regular mowers can be retrofit with mulching blades to further cut new equipment costs.
- Use compost as a topsoil amendment or request that your maintenance staff use it.
- Chipping wood and other ground debris will provide mulch used for weed reduction and moisture conservation around interior plants or landscaped trees and shrubs.



Trash in a LOTT Budd Inlet Treatment Plant garbage can.

Do Not Forget To . . .

- Work closely with your garbage hauler – they may be able to generate monthly or quarterly waste reports. These reports could provide you with recycling weights, garbage weights, garbage units, and a breakdown of materials collected. Reports would allow the LOTT to monitor behavior and provide insight on ways to improve and cut costs
- Conduct waste audits to measure progress.
- Make sure that your garbage and recycling pick-up containers are the right size. You may be paying more than you have to if the containers are too large.
- Set goals, targets, and timelines for waste reduction.
- Thurston County Public Works has free business waste and material management assistance available (including help with environmentally preferable purchasing). Use their services for support and advice.



Recycling containers at LOTT.