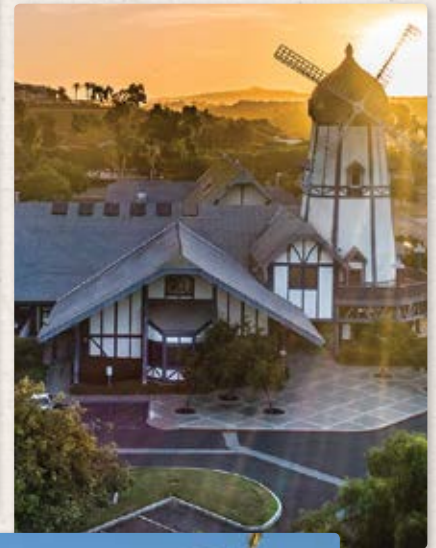
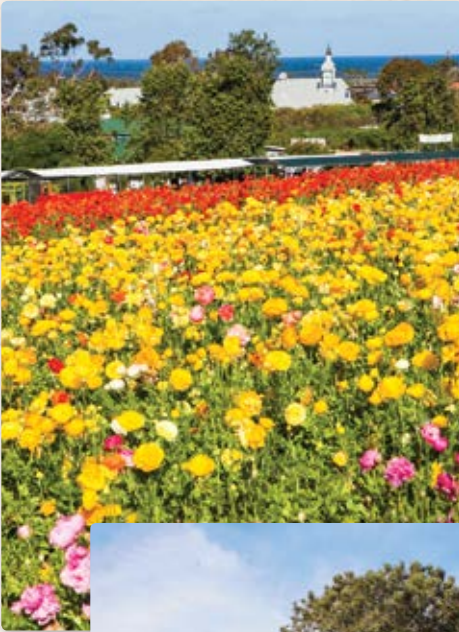


OFFICES RESTAURANTS GROCERY STORES LODGING MANUFACTURING

Business *Recycling Guide*



Sustainable tips and tools
for your business!



Recycle Right



Cardboard



Mixed Paper



Plastic Bottles
& Jugs



Glass Bottles
& Jars



Cartons



Plastic Beverage
Bottles ♻️-♻️



Aluminum &
Metal Cans

Keep Carlsbad *Beautiful*

Why *Recycle?*



Recycling Supports Carlsbad's Sustainability and Environmental Guiding Principles

The Carlsbad City Council has adopted Sustainability and Environmental Guiding Principles. Sustainability is based on achieving a long-term balance among social, economic and environmental factors. Carlsbad supports programs that manage the overall waste stream of the city and that maximize the amount of waste that is recycled by its residents, visitors and businesses.



Easy on the Environment

Recycling helps to protect the environment by conserving resources, saving energy and reducing pollution. As a business in Carlsbad, take a stand by practicing good corporate citizenship and help protect the environment. By recycling today we can help to preserve Carlsbad's natural environment for future generations.



Establishing recycling programs may also help reduce your monthly bill for waste collection services as recycling service fees are lower than trash service fees.



Did you know?

75 percent of our waste is **recyclable!**



It's the law. In July 2012, through Assembly Bill 341 (AB 341) the State of California established a goal to divert at least 75 percent of waste from landfills by the year 2020. AB 341 requires that businesses and multifamily complexes implement a recycling program. In addition to state laws, the City of Carlsbad requires the separation of recycling and trash as per Carlsbad Municipal Code section 6.08.020.

Sustainability Tips and Tools

Get it *Right!*

On site assistance by trained staff is available to help match your recycling and trash services to your business needs. The City of Carlsbad in partnership with Waste Management offers a variety of services and programs to help commercial businesses recycle right. The following tools are offered to businesses free of charge.



The City of Carlsbad Recycling Team is here to help you! **760-602-4646**
recycle.trash@carlsbadca.gov

Conduct a Waste Audit

A waste audit is a good first step in setting up your business's recycling program. Once you are better acquainted with the composition of the waste your business generates, it is easier to identify those materials that could be recycled and items that could be "used less" or "used again." Email the city's recycling and trash team at recycle.trash@carlsbadca.gov to request your free audit.



Staff Training

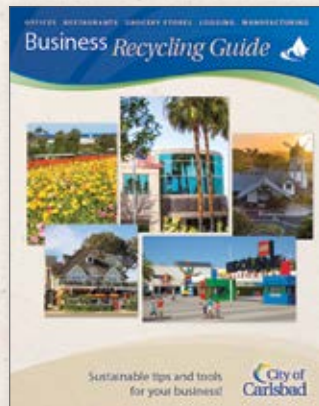
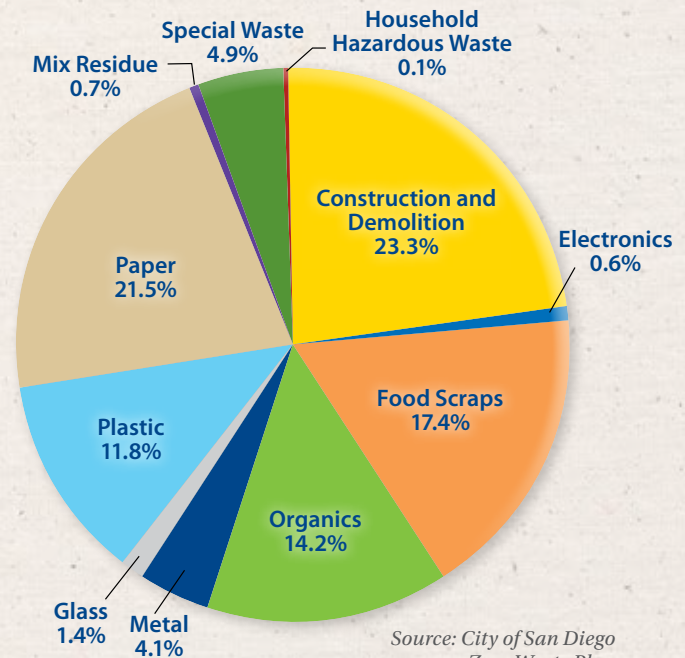
An effective waste reduction and recycling plan hinges on the participation and support of employees, managers and customers. Waste Management

will conduct interactive training to engage participants and emphasize the benefits of waste reduction and recycling.

Sustainability Supplies

To ensure that your recycling and waste reduction plan is effective, the city may provide an array of materials for your business as supplies last. Materials provided include recycling bins, signage, reusable bags, recycling guides, posters and educational handouts. City staff can help evaluate where recycling program materials should be placed at your facility.

Commercial Business Sector Waste Stream



Be a Recycling *Champion*

The Recycling Champion Award Program recognizes Carlsbad businesses for their exemplary recycling and waste reduction activities, leading the way for other businesses in the City of Carlsbad to follow their examples. Carlsbad businesses may self-nominate or may be nominated by Waste Management, the city's recycling and trash services provider.

AMERICA RECYCLES DAY NOVEMBER 15, 2017

Waste Management and the City of Carlsbad congratulate the
BUSINESS RECYCLING CHAMPIONS OF 2017

These businesses were recognized for utilizing best practices
to minimize waste and increase recycling.

Kate Spade New York


Genoptix

prAna



THINK GREEN!
<http://northcounty.wm.com>

To be recognized as a RECYCLING CHAMPION, you must be a business in the City of Carlsbad and be able to demonstrate source reduction strategies, have a recycling program and keep recycling free from contamination. Nominate your business by contacting Waste Management at isomers1@wm.com. Include your business name, address, contact information, and why you are a RECYCLING CHAMPION!

 The program recognizes
Carlsbad businesses for
their **exemplary recycling** and
waste reduction activities.

The following are some incentives provided to the City of Carlsbad recycling champions.

Share Your Success! *Be Recognized!*

- ✓ Recognition by the Carlsbad City Council
- ✓ Presentation of Award
- ✓ Ad in the Carlsbad Business Journal
- ✓ Press Release
- ✓ Social Media Post
- ✓ A One-Time Bill Credit of up to \$100



If you know of a business who should be considered for the Recycling Champion Award please contact the City of Carlsbad at 760-602-4646 or email recycle.trash@carlsbadca.gov

Recycling & Trash *Solutions*

Waste Management provides a number of solutions to help you meet your recycling needs. Waste Management's customer service department will assist you in tailoring a program that works best for your business, whether you are just starting a recycling program, or you are a seasoned recycler.

Businesses should have at least an **equal amount of recycling and trash services.**

Commercial Cart

The minimum service level provided to commercial customers, is the commercial cart service, which consists of one 96-gallon wheeled cart for trash collection and one 96-gallon wheeled cart for recycling collection. This service is ideal for small businesses who generate small volumes of recycling and trash.



Commercial Bin

3, 4 and 6 cubic yard bins are available for both recycling and trash needs. These are ideal for medium and larger businesses that generate cardboard boxes in addition to paper and bottles and cans.



Split Bin

For businesses with no space for a separate recycling and trash bin, a split bin service option is available. This bin is a standard three-yard bin, which accommodates waste on one side and recycling on the other. It has separately locking lids and is serviced by a trash truck and a recycling truck. It is best suited for businesses that generate at least one and a half cubic yard of recycling and trash, but have no space for two separate bins.



Bulky Item Collection

Consider donating large bulky items such as furniture, appliances, and other similar items to a non-profit agency first, before landfilling. If items cannot be reused or donated, contact Waste Management at **760-929-9400** for a bulky item collection. There is a fee for this service.



Electronic Waste

Electronic waste is considered items such as computers, fax machines, printers, televisions, monitors, cell phones and other similar items. These items cannot be placed in the trash or recycling bin. To properly dispose of electronic waste, contact Waste Management at **760-929-9400**. There is a fee for this service.



Hazardous Waste & Universal Waste

Many businesses generate some type of hazardous waste including cleaning chemicals, outdated electronics, paint, batteries or fluorescent lamps. These items cannot be placed in the trash or recycling bin. To properly dispose of these items, please call Waste Management's materials management department at **1-888-449-3733 ext. 107**. There is a fee for this service.



Commercial *Cart Service*

Available only for **small businesses**

- Wax paper
- Food wrapping
- Floor sweepings
- Food waste*
- Candy wrappers
- Paper towels, tissues
- Broken glass, mirrors
- Ceramic dishware, pots
- Dirty or food soiled paper*
- Polystyrene foam, packing peanuts

**These materials are compostable*



- Plastic containers ♻️-♻️
- Water bottles, juice bottles, milk jugs
- Aluminum/tin cans
- Cardboard, 12-pack soda boxes
- Junk mail, magazines, phone books
- Glass bottles, jars
- Newspapers, inserts
- Office papers
- Cardboard egg cartons
- Empty aerosol cans
- Pie tins
- Computer/white paper
- Coupons
- Brown paper bags
- Cereal boxes (lining removed)
- Tissue boxes
- Clean pizza boxes
- Laundry detergent boxes/bottles



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Please be sure to keep your lid closed and break down all boxes to avoid potential overload or additional servicing fees

Sustainability Tips and Tools

Lodging: Hotels, Vacation Rentals

A Welcome Sign

Carlsbad's natural environment is part of its attraction to visitors. Did you know that the average hotel generates two pounds of waste per guest per night? By implementing a recycling program at your business you can show guests you care about conserving natural resources. You may also find savings on your monthly waste bill as recycling fees cost less than trash fees.



Reduce

- Provide reusable dishware for a fine dining experience or use paper service-ware which may be recycled or composted after use.
- Eliminate disposable service-ware such as foam food containers and foam cups in your dining area. Reusable containers are a better option.
- Substitute individually wrapped bar soaps with refillable liquid soap dispensers. You will see a quick return on investment as refills and items purchased in bulk are usually less expensive and generate less waste.



Reuse

- When remodeling, give reusable furniture, carpet, fixtures, linens and unused shampoo to local charities, shelters or churches.
- Give used soaps a second chance! They can be donated to **Clean the World's Hotel Recycling Program**. Visit cleantheworld.org to learn more.
- Donate edible food by connecting with food banks and hunger relief organizations in your community.



Recycle

- Place recycling bins in all rooms, lobbies, conference rooms and guest areas. Make sure recycling bins are immediately adjacent to trash bins in all areas.
- Have a dual cart system for housekeeping staff that allows them to service both recycling and trash while cleaning the rooms.
- Signage is key! Be sure to place signage on all bins and provide informational flyer in guest rooms to educate guests on materials that are accepted for recycling.
- Request an on-site waste evaluation from Waste Management staff to help "right size" your recycling and trash services to maximize recycling while keeping costs down..



Commit to a 1-1 recycling to trash ratio in all guest and staff areas.

Rethink

Organize a workplace “recycling team” to design and implement your waste reduction and recycling program.

A workplace recycling program does more than help the environment and yield potential cost savings. Done right, it boosts morale, facilitates team building, and can improve a company’s image. You may find that sustainable practices such as recycling are important to your employees. Top-level support will help stimulate employee involvement in the program. Start with small steps and recycle the materials that will offer the biggest payoff. Once you have established a successful recycling program, it’s easy to add additional materials.



Key Areas for Success:

The biggest key to a successful program isn’t the process, or a set of recycling bins...it’s the people.

Educate

- Organize a kick-off event with employees
- Provide training to employees
- Post signs with images of what is recyclable and why recycling is important

Engage

- Organize lunchtime roundtable discussions for program suggestions
- Share results and success stories
- Hold a recycling challenge event

Reinforce

- Email or post reminders
- Update employees on what materials are accepted for recycling
- Let employees know their efforts are making a difference

Reward

- Identify and recognize “recycling champions” in your organization
- Set goals for your team such as increasing recycling and provide rewards for achieving the goal



A motivated recycling team is the key to success!

Recycling works best if you have a recycling bin in your service area immediately adjacent to your trash bin. Work it!



Sustainability Tips and Tools

Commercial Buildings, Offices, Manufacturing



It Makes Business Sense

Customers, employees, and the community notice when businesses are environmentally friendly. It doesn't cost much to start a recycling and waste reduction program, but the savings continue for as long as the program is in place.

Reduce

- Save paper by setting your printer default setting to double-sided printing. Use scrap paper for note pads and place a recycling bin next to each copier or printer to make it easy for employees to recycle.
- Eliminate disposable service-ware such as foam or paper cups and plates. Encourage employees to use reusable dishware by providing dishwashing supplies or an energy efficient dishwasher.
- Implement sustainable purchasing practices by buying supplies with recycled content.



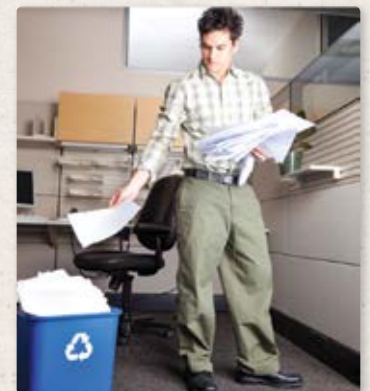
Reuse

- Donate outdated office supplies and/or furnishings to a local charity or nonprofit organization.
- Encourage employees to establish an office supply exchange or reuse program.
- Visit the California Materials Exchange (CalMAX) Portal. One business' trash is another business' treasure.



Recycle

- Instead of having traditional trash bins underneath each employee's desk, try using a desk sized recycling bin with a mini trash bin "sidekick" instead. Not only will this ensure that employees will recycle more, they will also begin to think about the trash they are generating and take steps to reduce it.
- Place recycling bins immediately adjacent to trash bins in all desk areas and employee common areas.
- Signage is key! Place signage on all recycling and trash bins. The city's Recycling and Trash Team can provide you with signage and other tools.
- Have a dual cart system to allow cleaning staff to service both recycling and trash while cleaning office areas.
- Request an on-site waste evaluation from Waste Management staff to help "right size" your recycling and trash services to maximize recycling while keeping costs down.



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- Set goals for your team like increasing recycling and provide rewards for achieving the goal.



Try to achieve a 1-1 waste to recycling ratio in all staff areas by adding a **mini waste bin sidekick** in all work spaces.

Sustainability Tips and Tools

Dining: Restaurants, Grocery Stores, Catering Services

Making Changes

It only takes a few simple changes for dining and food establishments to decrease waste. By using reusable and recyclable materials, dining and food establishments will find savings on their monthly recycling and trash bill while providing an environmentally friendly setting for customers.



“Front of House” Tips

Reduce

- Provide reusable or recyclable to-go containers such as plastic clam-shells and aluminum foil. These items can be reused or recycled and therefore are better for the environment than foam containers and plastic bags which may end up in the landfill. Also consider biodegradable containers as an alternative. Although they are not recyclable, they breakdown quicker in the landfill.
- Install utensil and napkin dispensers instead of handing out packaged sets so customers only take what they need. This will reduce waste and may reduce costs. Consider using compostable utensils in your dispenser.
- Use condiment dispensers instead of individual packets to both encourage taking only what is needed and reduce excess packaging and waste. Consider using a thermos for creamer and jar of sugar at coffee stations instead of single use packs.
- Restaurants & Caterers - identify menu items that usually have the most leftovers and consider reducing the portion size of these items. This can help reduce waste and save on food costs.
- Grocery Stores – don’t ditch ugly produce! Establish a bin where these items are available at a reduced price.
- Install hand dryers in bathrooms and remove paper towel dispensers and watch paper and trash bills go down.



Reuse

- Customer Incentives: offer a discount to customers who provide their own reusable cup, food containers or bags.
- Instead of using disposable service-ware, flatware and packaging, serve all food and beverage items in reusable or recyclable containers.
- Try decorating your dining facility with repurposed furniture and equipment which can be unique and affordable. Visit the California Materials Exchange (CalMAX) Portal. One business’ trash is another business’ treasure.

Recycle

- Place a recycling bin next to all trash bins. A 1-1 ratio is key to successful recycling.
- Place signage on or around all recycling and trash bins.





“Back of the House” Tips



Reduce

- Consider conducting a waste audit which will help you figure out just how much you’re throwing out each month — it’ll also help you understand what types of materials you are throwing away. You probably discard “waste” every day that could be recycled, composted, or otherwise diverted from the trash, potentially reducing your waste bill.
- Consider portion and menu adjustments to minimize food waste.
- Keep track of inventory and order only what you will need.
- Reduce packaging cost and waste by purchasing nonperishable items in bulk.
- Implement sustainable purchasing practices by buying supplies with recycled material content.



Reuse

- Work with vendors who use reusable shipping containers.
- Donate leftover, edible food to local hunger relief agencies. Business are protected from liability by the California Good Samaritan Food Donation Act

Recycle

- Most of the waste that is generated from product deliveries is recyclable. Make sure those items get recycled by placing a recycling bin next to every trash bin and marking the bins accordingly.
- Educate your staff by providing ongoing training about what is recyclable and how to reduce waste.
- Teach staff to break down all boxes prior to placing them in your recycling bin to maximize recycling space and to avoid costly overload fees.



Rethink

- Establish an employee Recycling Team, employees are your greatest resource!
- Brainstorm with your team on ideas to improve recycling and sustainable practices at your business.

Why Recycle *Organics*?

Countywide, San Diego disposes of over one million tons of organic waste each year in the landfill. Recyclable organic material accounts for about 40 percent of the total material disposed of in the landfill annually. Recycling organic waste can save businesses money by reducing disposal costs while supporting green jobs in the community.



Recycling organic waste can **save businesses money** by reducing disposal costs



California's New Organics Recycling Laws

The next step in meeting California's goal of a 75 percent reduction in waste by 2020 includes reducing or recycling organic waste headed for landfills. In October of 2014 Governor Brown signed AB 1826 requiring businesses to recycle their organic waste on and after April 1, 2016. Organic waste is defined as food waste, green waste, landscape and pruning waste, nonhazardous wood waste, and food-soiled paper that is mixed with food waste.

In addition to AB 1826, **in September 2016 Governor Brown signed SB 1383** which establishes green house gas reduction targets in California. Regulations for this new law are being finalized and implementation is scheduled to start in 2019. The decomposition of organic materials in landfills contributes a significant amount of methane emissions. These resources could be put to valuable use as a source of renewable energy or fuel, soil amendments and other products.

In October of 2014 Governor Brown signed AB 1826 requiring businesses to recycle their organic waste on and after April 1, 2016.

Donate Food – Feed Hungry People



One of the requirements of SB 1383 is that 20 percent of edible food destined for landfills will be recovered to feed people in need.

By recovering edible food from the landfill and giving it to neighbors in need, businesses can support the local community, reduce environmental impacts, and save money on disposal costs. Organizations served by food recovery and food donation programs include community centers, soup kitchens, food pantries, homeless shelters, senior programs, and childcare centers.

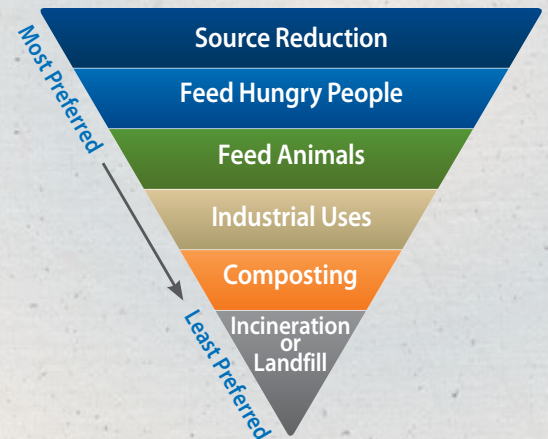


People Facing Hunger
in San Diego County
(San Diego Hunger Coalition)



The EPA's Food Recovery Hierarchy ranks donation of edible food to feed hungry people as a top priority. The top levels of the hierarchy are the best ways to prevent waste and brings the most benefits for the environment

Food Recovery Hierarchy



San Diego Area Food Recovery

San Diego County
www.sandiegocounty.gov/content/sdc/dpw/recycling/Food.html

Feeding America – San Diego
feedingsandiego.org

San Diego Food Bank
sandiegofoodbank.org

WWW.SAVETHEFOOD.COM

Safely Donate Surplus Food

You are protected by the Good Samaritan Act

The “Bill Emerson Good Samaritan Food Donation Act” (Public Law 104-210) makes it easier for businesses to donate to food rescue and food bank programs. It protects donors from liability when donating to nonprofit organizations and protects donors from civil and criminal liability should the product donated in good faith cause harm to the needy recipient. For more information on food donation and organics recycling, visit www.carlsbadca.gov.

Potential Tax Deduction Too!

The Internal Revenue Code (IRC) section 170 “Allowable Deduction for Charitable Donations to ordinary Income Property” encourage donations by allowing C corporations to earn an enhanced tax deduction for donating selected surplus property, including food.

Helpful Resources



Environmental Protection Agency

The EPA's Sustainable Materials Management website has many innovative tools, examples and success stories in waste reduction. Take a look at www.epa.gov/smm.

Environmental Protection Agency – Green Hotels

The EPA has resources, guidelines and best practices for hotels that want to go green. Visit www.epa.gov keywords "Green Hotels."



San Diego County

The County of San Diego Recycling Section aims to preserve precious landfill space, conserve natural resources, save water and energy, decrease pollution, increase jobs, and strengthen the economy. The County of San Diego Recycles. It's In Our Nature! Check out www.sandiegocounty.gov keyword "Recycling."



National Restaurant Association's ConServe Program

The National Restaurant Association's Conserve program can help you navigate the right sustainability path for your business. Visit www.Restaurant.org/Conserve.

Useful Contacts

Waste Management Main Office

5960 El Camino Real
Carlsbad, CA 92008
760-929-9400
www.northcounty.wm.com

City of Carlsbad Public Works Department Recycling and Trash

1635 Faraday Ave.
Carlsbad, CA 92008
760-602-4646
recycle.trash@carlsbadca.gov

Waste Management Buy Back Center

5960 El Camino Real
Carlsbad, CA 92008
760-929-9400
Hours: Tuesday – Saturday, 8 a.m. – 4 p.m.
Closed daily noon – 12:40 p.m.

Palomar Transfer Station

5960 El Camino Real
Carlsbad, CA 92008
760-603-0153
Hours: Monday – Friday, 8 a.m. – 4 p.m.
Hours: Saturday – Sunday, 7:30 a.m. – 4 p.m.



For more Information
www.northcounty.wm.com
www.carlsbadca.gov

