



SAN FRANCISCO GREEN BUSINESS

A Waste Reduction

B Energy Conservation

C Water Conservation

D Pollution Prevention

E General/Staff Education

REQUIRED ITEM

Bold items indicate a required measure in SF and must be completed, if applicable.

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Waste Reduction Tip

For information on setting up waste diversion programs and to learn about the cost savings achieved through waste diversion, visit sfgarbage.com. You can also call SF Environment's Zero Waste program at 415.355.3745 for free technical assistance in starting a recycling or composting program.

San Francisco Green Business Program Standards **OFFICE/RETAIL**

Waste Reduction

Complete the required measures below and a minimum of two additional **WASTE DIVERSION** measures:

- A-01** **Recycle or reuse paper including cardboard (corrugated cardboard boxes), mixed paper (junk mail, scrap and colored paper), newspaper, office paper (white ledger, color paper, computer, large format and copier paper).**
- A-02** **Recycle all glass, plastic, and aluminum.**
- A-03** **Compost all organics including food and yard discards, soiled paper products, and compostable food containers.**
- A-04** Conduct on going education about recycling, composting, waste reduction, and other environmental topics. Document dates and methods (emails, meetings, lunch presentations, etc.).
- A-05** Designate a recycling coordinator (or coordinators) to take responsibility for monitoring and maintaining recycling and composting programs.
- A-06** Collect items that are prohibited from the garbage (batteries, CFL's, cell phones and other electronics, etc.) and institute a program for their safe disposal.

Complete the required measures below and a minimum of eight additional **SOURCE REDUCTION** measures:

- A-07** **In the lunch/break room, replace disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable containers for sugar, salt & pepper, etc. to avoid individual condiment packets.**
- A-08** **Retailers- Eliminate the use of plastic bags (Paper bags, preferably made with minimum 40% post consumer waste, or BPI certified compostable bags are acceptable).**
- A-09** **Make two sided printing and copying standard practice in your business (set all computers to print double-sided default). Make single-sided the exception instead of the rule.**
- A-10** Use green caterers, that use only reusable and/or compostable dishes, compost and recycle, and/or purchase produce from local, organic vendors.
- A-11** Practice efficient copying by using the size reduction feature (e.g. print two pages of a document on one page, set word processing defaults for smaller fonts and margins). Minimize misprints by posting a diagram showing how to load paper, like letterhead or envelopes.
- A-12** Keep a stack of previously used paper near printers. Use it for scratch paper or internal memos, make it into notepads, or designate a bypass tray on printer for printing draft single-sided documents.
- A-13** Reduce unwanted mail by the following: • Write to or call senders requesting removal from mailing list. • Return labels from duplicate mailings & subscriptions requesting all but one be removed. • Write "refused" on first class mail and return to sender. • Use an on-line service to help reduce junk mail (ex. 41 lbs., Green Dimes, Catalog Choice) • Purge your own mailing lists to eliminate duplication. Document the process.
- A-14** Eliminate paper documents by having electronic forms and contracts.
- A-15** Send and receive faxes directly from computers without printing.
- A-16** Centralize employee schedules, meeting announcements and journals in a single location (bulletin board, white board, email, etc.) to reduce printed copies.
- A-17** Design marketing materials that require no envelope – postcards or fold and mail.
- A-18** Eliminate individual bottles of water for employees and guests. Install a water filtration system or use bulk bottled water instead.
- A-19** Reduce number of garbage bin liners by reusing bags, having unlined bins, or reducing the amount of garbage bins (please note that recycling bins should not have liner bags. If using bags for composting bins, they must be BPI certified).

