



Zero Waste Assessments

ZWAC URO Subcommittee

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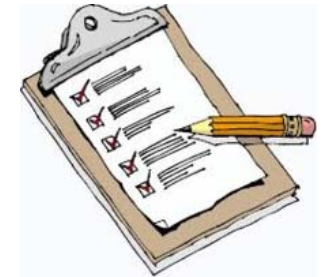


Agenda and Overview

1. Definition and Purpose
2. Zero Waste Assessment Form
3. Process
4. Common Recommendations
5. Zero Waste Biz Rebate Overview



What is a Zero Waste Assessments (ZWA)?



- **Onsite walk-thru at business or property to:**
 - Review materials generated at facility
 - Understand waste stream and current business operations
 - Identify areas for improvement and opportunities to increase diversion and find cost savings

- **Who typically requests?**
 - Businesses struggling to implement diversion program
 - Businesses wanting to expand diversion efforts
 - Businesses interested in the Business Rebate



Purpose of Site Assessment?

- Help businesses implement and accelerate cost-effective diversion programs
- Understand and address unique situations
- Provide verbal and written recommendations for businesses





Zero Waste Assessment Template



Zero Waste Assessment (ZWA) Form

Organization Information:

Property Name (or Organization Name): _____ Date: _____

Street Address: _____

Property ID: _____ ☐ TCAD ☐ WCAD

Reason for Visit: Requested

On-site Contact(s) Information

| | |
|----------------|----------------|
| Name _____ | Name _____ |
| Position _____ | Position _____ |
| Email _____ | Email _____ |
| Phone _____ | Phone _____ |

Property Type by Use:

| | |
|-----------------------------------|------------------------------|
| Multifamily: _____ | # of dwelling units _____ |
| Commercial Non-residential: _____ | Sq. ft. office space _____ |
| Food Service Establishment: _____ | Sq. ft. permitted area _____ |

OBSERVATIONS:

RECOMMENDATIONS:

RESOURCES:

FOLLOW-UP ITEMS:

Please update Annual Diversion Plan form with any changes in service

Have you filled out a [Recycling Plan](#) online? Yes ☐ No ☐

If you have not filled out the form, this worksheet will help you identify all the necessary information. If you have, has anything changed since your last submission?

Interior Collection Containers (Check those that are currently offered in the following locations)

| | Trash | Recycling | Compost |
|-------------------------|--------------------------|--------------------------|--------------------------|
| Deskside | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Common areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Break or employee rooms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visitor or public areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Exterior Collection Containers:

| Material | Number | X | Size (CY*) | X | Collections per Week | = | Weekly Service Capacity (CY/wk) | Container Type: Front Load, Side Load, compactor, cart, barrel, cage |
|-------------|--------|---|------------|---|----------------------|---|---------------------------------|--|
| Trash | | X | | X | | = | | |
| Recyclables | | X | | X | | = | | |
| Compost | | X | | X | | = | | |

* CY - cubic yards; 202 gallons/cubic yard; 96-gallon cart = 0.5 CY

Capacity requirements for URO (for more information, download the online calculator at www.austintexas.gov/commercialrecycling:

Multifamily: number of units x 6.4 gallons/unit/week

Commercial: at least 50% of the combined service for recycling and landfill trash (or a 1:1 ratio) ____

Do all exterior trash containers have an exterior recycling container within 25 feet? Yes ☐ No ☐

If NO, which of the following reasons apply?

- | | |
|--|---|
| <input type="checkbox"/> Site plan limitations | <input type="checkbox"/> Vehicle parking space |
| <input type="checkbox"/> Obstructions | <input type="checkbox"/> Impermeable cover restrictions |
| <input type="checkbox"/> Physical layout | <input type="checkbox"/> Vehicle access limitations |
| <input type="checkbox"/> Topography | <input type="checkbox"/> Conflict with City Code |
| <input type="checkbox"/> Other, please describe: _____ | |



Zero Waste Assessment Template



Have you provided recycling education or training to employees, tenants, or maintenance crew within previous 12 months? ☐ Yes ☐ No

| | Newsletter | Email | Posters | Handout | Training | Other* |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <i>Employee Training</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Tenant Training</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Janitorial Staff Training</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*If other, please briefly describe:

Is the education or training available in both English & Spanish? Yes ☐ No ☐

Do you recycle the following materials?

- ☐ Paper (including mixed paper and office paper)
 ☐ Plastics #1 and #2
 ☐ Aluminum cans
☐ Glass (bottles and jars)
 ☐ Cardboard and boxboard

Additional recyclable materials (check all currently recycled):

- ☐ Batteries
 ☐ Plastic bags and films
 ☐ Paperboard
☐ Compostable materials
 ☐ Plastics #3-#7
 ☐ Other Materials:
☐ Pallets
 ☐ Tin, steel, or mixed metals
 ☐ Fluorescent bulbs
☐ Electronics
 ☐ Printer or toner cartridges
 ☐ Shredded paper

Other Zero Waste Measures (Check those that are currently practiced at your facility):

Green Purchasing:

- ☐ Green Purchasing policy
☐ Preference for recycled-content paper
☐ Preference for recycled-content supplies, equipment or furniture
☐ Use suppliers that take back products or packaging

Waste Prevention:

- ☐ Paper-use reduction goal
☐ Reduced unwanted incoming mail
☐ Discontinued single-use dining ware
☐ Discourage employee use of single-serve water bottles

Other:

Interested in learning more about the Austin Green Business Leader program? Yes ☐ No ☐

Interested in learning more about the Zero Waste Business Rebate? Yes ☐ No ☐





ZW Assessment Process

1. Business contacts staff to request assistance or staff suggests an onsite assessment.
2. Collect background information:
 - Business type, waste stream
 - Challenges, unique situations
3. Schedule onsite meeting w/in 2 weeks
4. Conduct research, as necessary





ZW Assessment Process

4. Conduct interior and exterior walk-thru at the business – about 1 hour
5. Take notes and pictures, ask questions, provide feedback and recommendations
6. Quick onsite debrief w/ customer





ZW Assessment: Follow-up

7. Follow-up email with recommendations, resource attachments, links

Zero Waste Assessment - Rebate + Baseline Follow-Up - Message (HTML)

FILE MESSAGE DEVELOPER

Ignore Delete Reply Reply All Forward Meeting IM More

Completed To Manager Team Email Done Reply & Delete Create New

Move Rules Mark Unread Categorize Follow Up Translate Find Related Select Zoom

Delete Respond Quick Steps Move Tags Editing Zoom

Mon 4/25/2016 9:14 AM

Morgan, Madelyn

Zero Waste Assessment - Rebate + Baseline Follow-Up

To []

Cc Shaw-Meadow, Nathan

Message

Busch Systems Containers City of Austin Pricing.pdf (229 KB)

Dumpster Audit.xlsx (211 KB)

Right Size Audit Example2.pdf (217 KB)

Plastic Film Recycling.pdf (344 KB)

Right Size Audit Example.pdf (193 KB)

Sample Tracking Sheet.xlsx (33 KB)

Recommendations

- Containers/Signs
 - Pair every landfill trash container with a recycling
 - Clear signs/labels and consistent color scheme throughout house (blue for recycle, black for landfill trash, green for compost). Use different colored bags for trash and recycling to make it easy on housekeeping staff. Use signs with images, preferably with materials generated in the house.
 - Recology Sign Maker - <http://sfenvironment.org/signmaker>
 - Dedicate a receptacle for plastic films/wrap (see attached sign). You can take these to our [Recycle and Reuse Drop-Off Center](#) at 2514 Business Center Dr.
 - Place in kitchen areas
 - Dedicate a receptacle for Styrofoam (another item you can take to the Recycle and Reuse Drop-Off Center).
 - Use two different colors for landfill trash and recycling (containers and bags) – suggest black for trash bags and clear/blue bags for recycling. Ideal if the bags can match the container.
 - Since the campus is so large, take an audit/inventory on containers located throughout the property (recycling and landfill)
 - Consider repurposing current deskside landfill trash containers into recycling (using stickers and/or signs or painting) and purchasing mini-bins for trash. If you pursue this option, probably do not need to use bags (can calculate cost savings).
 - Alternatively, you can pull all deskside containers, and create 'collection stations' with recycling and landfill trash in the walkways – saves bags (= labor and cost savings)
 - Track additional materials diverted through alternate streams or reused to report on [Annual Diversion Plan](#) (due between Oct. 1 and Feb 1 each year), by weight or volume.
 - Batteries ([Recycle and Reuse Drop-Off Center](#), Batteries Plus, RadioShack)
 - Lightbulbs (home improvement stores)
 - Plastic wrap ([Recycle and Reuse Drop-Off Center](#), HEB)



Common Recommendations

- Containers – inventory, consolidate, pair
- Consistency, color labels
- Signs with images
- Capture additional materials
- Emphasize education, train janitorial staff
- Forming a Green Team
- Staff accountability ideas
- How to divert additional materials
- Ideas to combat illegal dumping
- Right-sizing service levels





Zero Waste Business Rebate

- Schedule onsite Zero Waste Assessment
 - Sign application
 - Complete Baseline Survey
- 3-month survey
- 6-month exit survey
- Submit receipts for reimbursement

