



CITY OF BOSTON ZERO WASTE TOOLKIT

RETAILER - MANUFACTURER

RETHINK

- ❑ Look at what is in your trash – this is known as a waste audit. List the items, estimate their amounts (percent of total trash) and identify where they came from (i.e. supply vendors, in-house production).
- ❑ Look at your outside trash dumpsters. Note who your trash vendor is, and how often the containers are being emptied.
- ❑ Look in the trash receptacles inside the facility. This will give you an idea of your employees' and constituents' waste habits. Other generators of waste in an office building may be a cafeteria or an outdoor landscaping site.
- ❑ Look at the waste generated by construction or renovations on the property. Builders may contract their own waste removal, but the business is still responsible for this waste.
- ❑ Think about ways you could reduce, reuse, recycle or compost any of the items on your waste audit.
- ❑ Be familiar with and comply with Massachusetts [Waste Disposal Bans](#).
- ❑ "[RecyclingWorks](#)" provides free waste reduction technical assistance to businesses, institutions, non-profits, and manufacturers. Call RecyclingWorks Hotline: (888) 254-5525.

REDESIGN

- ❑ Make sure that you are using an efficient number of collection containers for recyclables, food waste, and trash. Work with your hauler to schedule pickups when your bins are almost full.
- ❑ Create waste stations around the facility and in dining locations; place trash, recycling, and compost bins next to each other along with proper bin labeling.
- ❑ Advise your vendors about your intention to redesign your operations to reduce your waste. See if you can work together on this effort.
- ❑ Identify any [hazardous](#) wastes your business might be generating, and look for non-hazardous substitutes to use. Hazardous products are ignitable, corrosive, reactive or toxic.
- ❑ Designate an outdoor smoking area and cigarette disposal.
- ❑ Sell sustainable products in cafeterias or shops.
- ❑ Use deconstruction instead of demolition when renovating.

REDUCE

- Reducing means that you are using less of an item. In order to know how to reduce, you need to know how much you are currently using. You can track this information with purchase orders and invoices.
- Order supplies in bulk to reduce shipping packaging.
- Evaluate use of supplies in order to maximize materials.
- Go paper free in at least one facet of the business (customer payment, inventorying, communication, etc).
- Reduce the amount of waste given to customers (receipts, bags, boxes, etc).

REUSE

- Reuse shipping materials, like [pallets](#) and boxes.
- Donate old computers and technology to neighboring schools or charities.
- Reuse office supplies (binders, boxes, etc).
- Create an employee swap area for supplies.

RECYCLE *and* COMPOST

- Determine what items can be recycled or composted.
- Find compost and recycling haulers that will accept your items.
- Recycle [shipping materials](#), non-reusable paper, bottles and cans.
- Offer a compost bin for lunch scraps.
- Place recycling bins around the office space next to trash bins.
- Compost soiled paper products.
- Train employees on proper sorting.
- Donate, sell or recycle [electronics](#) through a reputable hauler.

CLOSE THE LOOP

- Buy from vendors that also actively reduce their waste or that sell sustainable products.
- Use [post-consumer recycled](#) paper products.
- Use composted soil or mulch on site. Buy the compost from a local supplier.
- Use recycled construction materials when renovating or building.

EDUCATION

- Clearly label all collection receptacles.
- Train employees for Zero Waste policy.
- Post signs and send emails advertising the waste policies of the organization.

- ❑ Evaluate/track the success rate of waste reduction measures by calculating diversion rates and weighing trash.