



BEFORE THE AUDIT:

1. Submit to SFGB staff your garbage bill. This document will allow SF Environment staff to evaluate waste disposal options, including recycling and composting.
2. Verify all checked measures are being implemented. Be able to verify products, purchased by your business, that are made with recycled content.

WHAT TO EXPECT:

The Recycling Staff will go over the waste reduction and recycling portion of the checklist with you and ask you to furnish supporting documentation for all measures “checked off” on your checklist. Your business will pass the audit, if the minimum numbers of required measures are already in place. If not, SFGB staff will give you recommendations on how to implement other measures to meet GB criteria.

Please use the resources below to help you meet minimum standards and pass your recycling audit.

DIY Guide - RESOURCES TO HELP YOUR BUSINESS IMPLEMENT SOLID WASTE REDUCTION AND RECYCLING MEASURES:

L = Local Business

1. Participate in San Francisco’s curbside recycling and composting program

A recent SF Environment disposal study showed that about 21 percent of San Francisco’s trash is recyclable paper. By recycling and composting you can significantly cut the solid waste generation of your business. [Recyclable paper items](#) include junk mail, magazines, newspapers, all office paper (colored & white), envelopes, and non-waxy flattened cardboard. Call Golden Gate Disposal, 415-626-4000 or Sunset Scavenger, 415-330-1300 to arrange for service.

San Francisco has a unique composting history; it was the first large city in the U.S. to collect food scraps for composting. Businesses that generate food waste or landscape waste can reduce their trash costs by taking advantage of the varied composting programs available in the city. For more information on how and what to compost visit [SF Environment’s Recycling and Disposal website](#).

All restaurants must be in compliance with the Food Service Ware Ordinance, and must use only compostable and recyclable food service ware. For more information, vendors and FAQs visit the SF Environment [Zero Waste website](#).

2. Use EcoFinderRRR

In order to reach your recycling goals one of the best tools available to you is the [EcoFinderRRR](#) an easy 3 step search engine that allows you to find companies that can take care of all your recycling, reusing and disposal needs. The sources that are provided in this guide are recommendations that will assist you in minimizing your disposal quantities. We recommend you save the [EcoFinderRRR](#) among your favorite links and be sure to check there first when you have a recycling question.

3. Donate

Donate extra food, carpet, computers etc. Here are a few options you might want to consider,

- Carpet Donation
[The Berkeley- East Bay Humane Society](#)
- Food
[San Francisco Food Bank](#)
[Food Runners](#)
- Computers
[Computer Recycling Center](#)
[Aftermath Technologies](#)
[San Francisco Foundation](#)
[Goodwill](#)

4. Rent Equipment/Furniture

How necessary is it to purchase that table? Will it likely become a one-time-use item? If there is a sudden need for more computer workstations it might be preferable to rent the necessary equipment. Make furniture and equipment rental for the office your first consideration. However, if it is not possible to rent, consider buying used or refurbished furniture.

Below are several links for companies that provide these services.

- Furniture
<http://www.furniturerefurbished.com/secondary/services.html>
<http://www.samclar.com/renting.html>
<http://www.teknetcom.com/services.html>
- Equipment
<http://www.a2zbizsys.com/rentals.htm>
<http://www.cyconus.com/>
<http://www.swacomputers.com/business.htm>

5. Participate in Cooperative Buying Programs

Cooperative Buying Programs reduce the amount of reusable business and institutional discards going to landfills. The benefit of involving your business in co-op buying is that it reduces your disposal costs and allows businesses to attain materials at often the lowest possible price. The California Environmental Protection Agency (CALEPA) has a cooperative buying program and a recycled-content product database, all which can be found in their "[Buy Recycled Programs](#)" webpage. CALEPA also provides a cooperative buying program that is devoted to helping

businesses exchange items that they might have traditionally discarded. The program is called [CalMAX](#) and is a free service.

6. Environmentally Preferable Purchasing Plan

Adopt an environmentally preferable purchasing plan. There are several guides and programs that can help you make more healthy and environmentally friendly choices. You may choose to purchase [Green Seal](#) products or follow the [Build it Green](#) guide. By choosing products that are reusable or made with recycled content you can cut the pollution and solid waste generation of your business.

- **.Buy 35% -100% Post-Consumer Recycled Paper.** Paper products made from virgin fiber contribute to deforestation and the destruction of wildlife habitat. Two of our Green Businesses, [The Green Office](#)^L and [Waldecks's](#)^L provide a wide variety of paper options from photo paper to receipt rolls. There are many companies that offer high quality recycled paper such as [Conservatree](#)^L, [New Leaf](#)^L, [Treecycle](#), and [Neenah Paper](#). Additionally, bigger brand name retailers, such as [Staples](#) are now also offering paper with up to 100% recycled content.

- **Buy Reusable and Recycled Content Business Supplies.** There are numerous business supplies, such as clipboards, binders, post-its, folders, envelopes, notepads, notebooks and calendars that can be purchased with different percentages of recycled content. As with paper, there are many small and online retailers that offer a great variety of products.

<http://www.waldecks.com/>^L

<http://www.thegreenoffice.com>^L

http://www.greenhome.com/products/institutional_sales/office_supplies/^L

<http://www.instaoffice.com/100%25+recycled.0.3.17-0-0.htm>

<http://www.treecycle.com/catpads.html>

<http://www.ecoenvelopes.com/html/home.html>

Big brand retailers such as [Office Depot](#) and [Staples](#) are increasingly providing reusable and recycled content business supplies.

- **Send faxes electronically and scan documents.** A contemporary electronic fax system can conserve paper by storing fax messages electronically thereby saving money and time. There are several kinds of fax software that enable users to receive and send faxes electronically such as, [Fax2Mail](#), [Mighty Fax](#), [Send2Fax](#), [MyFax](#) and [Snappy Software.com](#). Additionally, scanners make it possible to send more documents electronically, reducing the amount of copies made and allows for electronic archiving.

- **Buy Unbleached Janitorial Supplies with recycled content.** Look for chlorine free products that have more than 35% post consumer recycled content.

A few places to find these supplies are, [Cascades](#), [Conservatree](#), [Marcalpaper](#), [The Green Office](#)^L, [Waldecks's](#)^L, [Conservatree](#), [Whole Foods](#) and [Kimberly-Clark](#).

- **Buy Recycled Content Business Cards.** Business cards are a necessity for businesses and provide the first impression. Below are links to retailers that provide 100% recycled business cards.

<http://www.neenahpaper.com/BusinessCards/index.asp?ft=Home>
http://www.smartresolution.com/print_services/business_cards/recycled_business_cards.asp
<http://www.waldecks.com/>^L
<http://www.thegreenoffice.com>^L

- **Buy Recycled Content Paper Goods.** Many retailers offer recycled content paper goods. [Green House](#), [Conservatree](#) and [Office Max](#) are couple of examples of where to find napkins and paper towels. However, if possible consider switching to dish rags, cloth napkins and other reusable options.
- **Food Ware** Food service ware is a large contributor to litter, blight and waste throughout San Francisco. In addition, many food service ware products made from plastic may be hazardous to our health. To make our city cleaner and healthier and help our community achieve zero waste, San Francisco has adopted this innovative [food service waste reduction ordinance](#). As of June, all San Francisco food vendors may not use polystyrene foam (or expanded polystyrene, such as Styrofoam) disposable food service ware. San Francisco food vendors must use biodegradable/compostable or recyclable disposable food service ware. All restaurants enrolled in the GBP must comply with the ordinance. For more information on purchasing compostable plastic food service ware, please visit the SF Environment's website at:
<http://www.sfenvironment.org/downloads/library/lefoodwareistributors.pdf.pdf>
- **Bags** - On November 23rd, 2007 San Francisco will be the first city in the nation to ban plastic bags at supermarkets and drugstores. Plastic bags are made of petroleum products, do not biodegrade, cannot be recycled and make up a significant component of the litter in the city and in our marine environment. All retail businesses enrolled in the Green Business Program must help San Francisco's mission by shifting from traditional plastic bags to biodegradable plastic bags, recyclable paper bags or by encouraging the use of reusable canvas bags.

For more information on purchasing compostable plastic bags and other products, please visit any of the below websites:

<http://www.sfenvironment.org/downloads/library/lefoodwareistributors.pdf.pdf>
http://www.greenhome.com/products/housekeeping/trash_bags/
http://www.greenhome.com/products/institutional_sales/food_service/
<http://www.treecycle.com/catbag.html>
<http://www.reusablebags.com/>
<http://www.simplybiodegradable.com/>
<http://www.cereplast.com/ce/>



For more information on other Environmentally Preferable Purchasing Plans please check the Pollution Prevention Do-It-Yourself Guide.