



Waste Reduction and Recycling: Best Practices for Businesses



Tips and resources to:

 Save money

 Protect the environment

 Boost morale

 Help retain employees, customers, and clients

 Improve efficiency

 Reduce your company's carbon footprint

Measure So You Can Manage



Reducing waste, recycling, and composting can reduce garbage costs!

Recycling and limited composting service are available at **no additional cost** for businesses in Bellevue.



Bellevue Utilities can provide free assistance with the following so you can save money and protect natural resources:

- Measure and assess your waste streams
- Provide recommendations for right-sizing outdoor dumpsters and adjusting collection frequency
- Design your indoor space for successful sorting and reduced contamination
- Increase recycling and composting opportunities



To request assistance or a waste assessment, contact recycle@bellevuewa.gov or call 425-452-6932.



Keep Your Recycling Empty, Clean & Dry

Educate Communicate Motivate

Best Practices:

- Post signs and reminders. Label and color-code all containers clearly.
- Send conservation best practices and reminders to employees at least quarterly.
- Include conservation in employee performance expectations and on-boarding.
- Survey staff for their input and buy-in.
- Coordinate with custodians and janitors.
- Tenants: Work with your property manager.
- Property Managers: Include recycling and composting in your lease requirements.
- Decide between centralized vs. deskside recycling.
- Promote a “trash buddy” system.
- Set up a Green Team. (Ask us how!)
- Conduct a waste audit to measure progress.



Bellevue Utilities can help! The City can provide the following free of charge:

Materials:

- Indoor sorting signs in multiple languages
- Outdoor recycling and composting cart stickers
- Color-coded indoor recycling and composting containers when needed
- Flyers and brochures in multiple languages for staff and customers
- Environmentally preferable purchasing policy template



Education opportunities:

- Staff trainings or short presentations at staff meetings (virtual and in-person options available)
- Custodial/Janitorial trainings
- Property manager and tenant liaison
- Lunch and learn presentations

Recognition:

- Work with the City to highlight your successes and set an example for the Bellevue community!



Reduce Waste – Rethink Practices

- Make reusable dishware available in break and kitchen areas.
- Hold waste-free meetings.
- Eliminate single-use packaging.
- Assess incoming/outgoing packaging for opportunities to reduce waste.
- Switch to electronic formats to go paperless and/or set copy machines to automatically make double-sided copies.
- Hold virtual meetings to reduce travel when possible.
- Encourage staff to use reusable water bottles, coffee mugs, and pack waste-free lunches.



Recycling and Safe Disposal for Unusual Items



Bellevue Utilities offers guidance on how to safely dispose of unusual items. Safe disposal options are available for items such as batteries, electronics, appliances, hazardous materials, furniture, latex paint, Styrofoam, plastic film, etc.

For assistance with safe disposal of these unusual items email recycle@bellevuewa.gov.



Your business is special!

Every business is different. Let us help address your specific needs.

We can share tailored resources and assistance for:

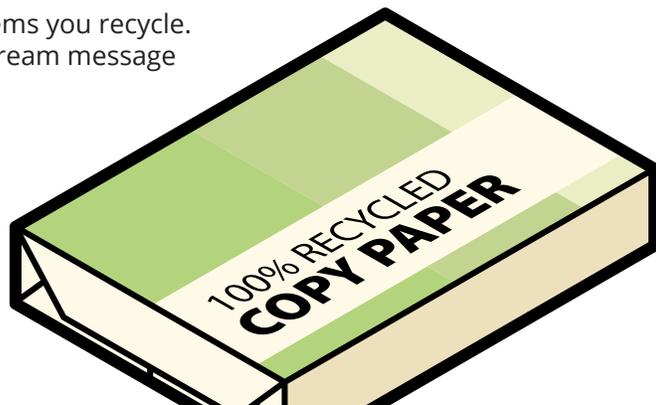
- Hotels
- Apartment and condo complexes
- Property managers
- Manufacturers
- Custodial firms
- Retailers
- Office settings
- Auto repair and maintenance
- Funeral homes
- Grocery stores
- Gas stations
- Movie theatres

Purchasing for the Environment

Buying recycled-content products creates a new home for the items you recycle. Remember, your purchasing decisions can send a powerful upstream message to manufacturers that design-for-the-environment is important.

Learn more about sustainable purchasing using the following resources:

- [Sustainable Purchasing Resources](#) – King County
- [Sustainable Purchasing Guide](#) – King County
- [Responsible Purchasing Guides for Specific Products](#) – Responsible Purchasing Network
- [Recycled Content \(ReCon\) Tool](#) – U.S. EPA



Bellevue Business Recycling and Recognition: www.bellevuewa.gov/business-recycling
For more information, contact recycle@bellevuewa.gov, or call 425-452-6932



For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-6932 (voice) or email recycle@bellevuewa.gov. For complaints regarding accommodations, contact City of Bellevue ADA/ Title VI Administrator at 425-452-6168 (voice) or email ADATitleVI@bellevuewa.gov. If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.