



2016 WASTE REDUCTION AND RECYCLING AWARDS APPLICATION

The City of San Diego Environmental Services Department is seeking businesses and organizations located in the City of San Diego to be recognized at the 2016 Waste Reduction and Recycling Awards. Businesses and organizations that have implemented waste reduction reuse, recycling, and recycled product procurement programs that demonstrate success, innovation and exemplary waste reduction practices should apply.

Please complete and submit this application by February 12, 2016.

APPLICANT INFORMATION:

Organization Name (Please print or type *EXACTLY* as you would like it to appear on your award.)

Mailing Address

City

State

Zip

Contact Person

Telephone

Fax

E-mail

Number of Employees

Name(s) of Recycling Service Provider(s)

Business Type (Please indicate which type best applies to your organization.)

☐ Multi-family Housing

☐ Commercial Business

☐ Government Agency

☐ City of San Diego Department

☐ Hospitality

☐ Other (Please Specify below)

☐ Construction & Demolition

☐ Non-Profit

INSTRUCTIONS FOR SUBMITTING APPLICATION:

All application materials are due by February 12, 2016. Please note scoring is based solely on the responses to the application and any supporting materials provided that support your response. Please type your response directly into this document in the space provided below each question.

Application Checklist

1. Waste Reduction and Recycling Awards 2016 Application**
2. (Optional) Supporting documents which you would like to submit for consideration (i.e. photographs and brochures)

****Please note that if you are a PREVIOUS AWARD WINNER**, and you are submitting an entry for a program that has already won a Waste Reduction and Recycling Award, you *must include in this application a description of how your winning program has improved* since last receiving a Waste Reduction and Recycling Award.

Please e-mail, fax, or mail the completed application to Rebecca Hays by February 12, 2016.

E-mail: mpespinola@sandiego.gov and include in the subject line: 2016 Awards_name of your organization

Fax: (858) 492-5089 and include 'Attn: Martha Espinola'

Postal Mail: Martha Espinola, City of San Diego Environmental Services Department, 9601 Ridgehaven Court, Suite 320, San Diego, CA 92123

WASTE REDUCTION AND RECYCLING INFORMATION

Please answer all questions in detail as they pertain to programs implemented or expanded from January 2015 through December 2015. If needed, attach additional pages, noting the corresponding question number. Applicants are encouraged to include any information about their program including brochures and photographs that will assist in judging an entry.

WASTE REDUCTION & REUSE

1. (20 POINTS) Describe your organization and its efforts to reduce the amount of waste it generates.

Please include in your response:

A) Your primary businesses function—*list specific products and services provided*.

B) Waste diversion practices—*list all waste diversion practices*.

**Please respond in the space provided below.*

2. (20 POINTS) Describe your recycling and waste collection system.

A) How many **recycling** containers and/or dumpster do you have on site? _____ containers _____ dumpsters

B) How many **trash** containers and/or dumpster do you have on site? _____ containers _____ dumpsters

C) Are your recycling containers next to or near your trash containers? Yes No

Other:

D) Where are your recycling containers located (*ex: break room, staff work room, etc*)?

E) What percentage of your waste containers are: recycling containers? _____% **and** trash containers? _____%



3. (25 POINTS) What materials are recycled and/or diverted from the wastestream?

- | | |
|---|--|
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Paper: office paper, newspaper, books, paper bags |
| <input type="checkbox"/> Cardboard | <input type="checkbox"/> Paper: other |
| <input type="checkbox"/> Construction Waste | <input type="checkbox"/> Plastic: bags, film (shrink wrap) |
| <input type="checkbox"/> Electronic Waste: <i>(specify)</i> | <input type="checkbox"/> Plastic: containers, bottles, etc. |
| <input type="checkbox"/> Food | <input type="checkbox"/> Plastic: other |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Styrofoam Peanuts |
| <input type="checkbox"/> Glass: bottles and jars | <input type="checkbox"/> Textiles: |
| <input type="checkbox"/> Glass: other | <input type="checkbox"/> Pallets |
| <input type="checkbox"/> Metal: cans and foil | <input type="checkbox"/> Waste Oil |
| <input type="checkbox"/> Metal: other | <input type="checkbox"/> Green Waste: plant/ tree trimmings, etc |
| <input type="checkbox"/> Paint | <input type="checkbox"/> Universal Waste: <i>(specify)</i> : |

A) Explain how recyclables are collected.

B) List quantities for each recovered material on a monthly or yearly basis.

C) Describe any cost savings or revenue generated via recycling or other waste diversion practices.



4. (15 POINTS) Does your business purchase Environmental Preferable Products (EP3)?

List any EP3 products that you have purchased.

(EX: recycled paper content, printed with soy-based ink, reusable ink cartridges, etc.)

5. (20 POINTS) What efforts have been made to inform and educate employees, tenants, and/or customers about waste reduction and recycling?

A) Do you have signage on all recycling containers? ☐Yes ☐No ☐other_____

B) Did you distribute a letter to each tenant/occupant explaining your recycling? ☐Yes ☐No
Other_____

C) What additional ways is your staff and/or tenants informed about your recycling and waste diversion programs?
Please include examples of the outreach and educational materials.

D) Describe any recycling policies or operating procedures you have incorporated into your daily operations.

E) Describe any incentives provided that encourages waste reduction/diversion practices.

Name of Authorized Business Signator

Title

Authorized Business Signature

Date