



2019 BUSINESS WASTE REDUCTION AND RECYCLING AWARDS APPLICATION

The City of San Diego is seeking businesses and organizations located within the City to be recognized for their Zero Waste efforts at the **2019 Business Waste Reduction and Recycling Awards**. Any business and/or organization that has implemented waste reduction reuse, recycling and recycled product procurement programs in 2018 that demonstrate success, innovation and exemplary waste reduction practices should apply.

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)

☐ Commercial Business

☐ Manufacturing

☐ Other (please specify below)

☐ Education/Schools

☐ Multi-Family Housing

☐ Hospitality

☐ Nonprofit

APPLICATION GUIDELINES:

Please complete and submit this application by **Friday, February 8, 2019.**

- Scoring is based solely on the responses provided in the application and on any supporting materials. (i.e. photographs, brochures, outreach material) included with your application.

- Please include a brief 200-word summary of your program's highlights.
- *For Previous Award Winners*, you must include a description of how your award-winning program has improved since last receiving your award in this application.
- Staff reserves the right to conduct a site visit to confirm your waste reduction and recycling practices upon request.

Send completed application and any supporting documentation:

By Email:

JHobbs@sandiego.gov

By Mail:

Jennifer Hobbs, Recycling Specialist III
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 through December 2018. 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. Use additional pages if necessary.*

2. **(10 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 Dumpsters 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 (*i.e. 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 waste stream?

☐ **Batteries**

☐ **Cardboard**

☐ **Construction Waste**

☐ **Electronic Waste:** (*specify*)

☐ **Food**

☐ **Furniture**

☐ **Glass:** bottles and jars

☐ **Glass:** other

☐ **Metal:** cans and foil

☐ **Metal:** other

☐ **Paint**

☐ **Paper:** office paper, newspaper, books, paper

☐ **Paper:** other

☐ **Plastic:** bags, film (shrink wrap)

☐ **Plastic:** containers, bottles, etc.

☐ **Plastic:** other

☐ **Styrofoam Peanuts**

☐ **Textiles:**

☐ **Pallets**

☐ **Waste Oil**

☐ **Green Waste:** plant/ tree trimmings, etc

☐ **Universal Waste:** (*specify*):

A) In the space provided below (or on a separate page), explain how recyclables are collected;

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

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

**Please respond in the space provided below. Use additional pages if necessary.*

4. (20 POINTS) Does your business purchase Environmental Preferable Products (EP3)?

List any EP3 products that you have purchased (*i.e. recycled content, printed with soy-based ink, reusable ink cartridges, solar panels, LED lights, green cleaning chemicals, etc.*).

5. (25 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 are 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 encourage waste reduction/diversion practices.

Name of Authorized Business Representative

Title

Signature of Authorized Business Representative

Date