

Online Application



Steps to submit application:

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3. Hit **SUBMIT** button



To qualify, your business **MUST** meet these five criteria **AND** at least 10 criteria from the checklists below:

- Business has at least one location in King County, outside the City of Seattle.
- Recycles paper, cardboard, plastic, glass, and metal (e.g. aluminum or tin cans, scrap metal).
- Recycling bins are located in key waste-generating areas (e.g. next to desks, printers and fax machines, break rooms or kitchens, shipping and receiving areas).
- Business reuses materials such as file folders, envelopes, binders, furniture or other materials.
- Business sets all duplex-enabled printers to default to double-sided printing.

Select from the following reuse, waste prevention and recycling practices and check all that apply.

Note: You must meet at least 10 criteria from the following four categories.

Company policies and operations

- A [zero waste policy or goal](#) has been established and communicated to staff.
- Completed a waste audit by business's waste hauler, independent third party or [by self](#).
- With increased recycling, have reduced size or collection frequency of garbage dumpster or have at least explored the possibility with your hauler.
- Provides recycling and/or composting instructions in the native language of the employees and/or crews servicing recycling and composting containers.
- Recycling goals are established, progress is tracked and staff receives feedback.
- New employees receive an orientation on the program upon hiring.
- A recycling coordinator or team "champions" the recycling program and keeps staff motivated.
- Provides training for employees to learn and share waste reduction, green IT, and paperless tips and tricks.
- Ensures cleaning crews are informed of recycling program changes and know how to properly recycle materials.
- Participates in a city, state, EPA, or other recycling / green business program.
- "How to" labels or posters are prominently displayed on or near recycling bins and are updated as needed.
- Purchases in bulk to reduce packaging materials and/or works with vendors to reduce packaging from shipments.
- Uses reduced packaging, recycled content, or compostable packaging for company's products.
- Manufactures or sells products made from recycled materials.
- Establishes paperless billing for vendors, clients, and customers.
- Encourages customers to re-use shopping bags or use their own bags by offering an incentive or selling reusable bags.
- Returned or defective merchandise is donated or re-purposed.
- Office furnishings are reused, recycled, or made with recycled materials.
- Wood pallets and scraps are reused and recycled.
- Uses a central server to share, edit, and store documents internally.
- Utilizes software programs that reduce paper use internally.
- Uses an FTP site or free file sharing programs to share documents externally.
- Tracks annual paper and material use and sets targets for reduction.
- Practices natural yard care in landscaping.

Kitchen/dining areas

- Participates in [EPA Food Recovery Challenge](#).
- Uses tracking systems or other steps to prevent or reduce wasted food during preparation/manufacturing
- Cooking oil is recycled (restaurants and hotels).
- [Excess edible food is donated to a food bank](#).
- [Food scraps and food-soiled paper or other organic materials are composted on site](#) or [collected for composting](#).
- Offers recycling and food scrap collection at company meetings and conferences.
- On site dishwasher allows employees to bring their own lunches to reduce or eliminate need for take-out food containers and single serve lunch packaging.
- Provides durable dishware, glassware, and flatware in kitchens, cafeterias and hotel guests' room, linens, towels, etc. instead of single-use paper or plastic products.
- Purchases compostable plates, cups, or other foodservice items if disposable foodservice ware is necessary.
- Does not offer single-use water bottles within company.

Copy room and/or cubicles

- Sends and receives documents by scanning, rather than faxing.
- Proofs documents on screen and preview before printing.
- Use "track changes" or other electronic editing tools to minimize hand-written editing on hard copies.
- Makes all employee/customer communications electronic (e.g. newsletters)
- Uses minimum 50% post-consumer recycled content office products such as stationary, business cards, envelopes, copy and fax paper.
- Eliminates unnecessary forms and redesigns to use less paper.
- Designs mailers which avoid the use of envelopes (fold and staple the paper).
- Use remanufactured cartridges for any office equipment that uses replaceable toner or ink cartridges.
- Trays are placed next to printers and copiers for reusable paper.
- Used toner cartridges are recycled or refilled.
- Reuses mailing boxes and envelopes.
- [Opts out](#) of unwanted mailings.
- Subscribes to online publications instead of hard copies.
- Eliminates use of paper phone books.
- Styrofoam blocks, packing peanuts and other plastic packaging, film or wrap are recycled or reused.
- Removes duplicate names and out-of-date entries from post mailing lists.
- Eliminates printing of meeting agendas by using whiteboards, projecting on screen from computer or using e-conference software.
- Uses USB thumb drives, CDs, or other electronic storage devices to distribute and share information at conferences and meetings.

Reuse, Sharing and Take-back programs

- Primary focus of business is reuse, repair or rental (examples: shoe or appliance repair shop, textile or home goods collector, tool/equipment rental store, electronics recycler).
- Beyond primary business focus, business
 - shares tools, equipment or electronics through lending libraries.
 - donates material for reuse through material exchanges (for example, [Industrial Materials Exchange \(IMEX\)](#)).
 - reuses or donates surplus furniture and other durable items.
 - donates, resells, or recycles used [electronic equipment](#).
 - offers take-back/recycling program for
 - [fluorescent bulbs and tubes](#)
 - plastic bags
 - cell phones and/or electronics media (CDs, CD-Rs, DVDs, computer tapes, MP3s, digital cameras, cords cables, CD cases, etc.)
 - clothing or textiles
- Offers a rechargeable battery or exchange program.
- Has a program for employees to reuse, recycle and/or sell items such as Employee Classifieds.

Business Profile:

What makes your business a Best Workplace for Waste Prevention and Recycling?

New applicants: Please provide one or two sentences describing your business and a brief summary of your business's most unique and successful waste prevention and recycling efforts. **Returning applicants:** To keep your profile current, please **1** - copy your profile from last year's [Best Workplaces website](#), **2** - edit to reflect any new waste reduction/recycling challenges or approaches your business has taken and **3** - paste here. **(1,000 characters max)**

New or returning businesses: Have your business's waste prevention or recycling practices led to savings or reduced costs? If so, by how much (for example, dollars or tonnage per month or year)? Can we share this information in your business profile that will be posted on the Best Workplaces website? If not, the information would still be useful for us to know. **(1,000 characters max)**

The Best Workplaces website lists businesses by categories. Please check off the category that most closely describes your business:

- | | | |
|--|--|---|
| <input type="checkbox"/> Education | <input type="checkbox"/> Government/Utilities | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Engineering/Manufacturing | <input type="checkbox"/> Medical | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Food/Hospitality | <input type="checkbox"/> Real Estate/Property Management | <input type="checkbox"/> Other |

Optional: Does your business have any advice you'd like to share with other businesses about waste reduction and recycling?
(1,000 characters max)

If you'd like to nominate an employee or green team from your business as waste reduction and/or recycling champions for recognition, provide names and a brief description of accolades here. **(1,000 characters max)**

Company Information

Company name *

of worksites in King County outside the City of Seattle *

Approx. # of employees *

Does this application apply to all worksites in King County? * Yes No

Contact Information

Primary contact *

Title or position *

Street Address *

City *

State *

Zip *

Contact phone *

Contact fax

Contact e-mail *

Media Recognition

King County will announce the Best Workplaces for Waste Prevention and Recycling, including Honor Roll businesses, July 20 2016.

May we list your company as one of King County's Best Workplaces for Waste Prevention and Recycling in media materials and on our King County Web site? * Yes No

May we share your company's contact information with the media? * Yes No

If different than your businesses' name listed above, please indicate exactly how you would like your business name to be referred to when listed in promotional materials and on your Best Workplaces certificate.

Partner Agreement

By checking the following box, I certify that my business has at least one location in King County, outside the City of Seattle, and meets the program criteria as explained above.

Check this box if you agree *

* required information



King County

Department of
Natural Resources and Parks
Solid Waste Division

All information must be complete prior to submission!

Need help with this application?

E-mail ariadne.brancato@kingcounty.gov

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Submit