

Sustainable Business Program, Sacramento County

Solid Waste Reduction

Below are some examples of items that would certify you under the category of Solid Waste Reduction. The business can choose to certify in one or more of the categories listed.

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Facility (5 checkmarks required):

- Purchase products in returnable, reusable, recyclable, or compostable containers.
- Centralize purchasing to eliminate unnecessary purchasing.
- Encourage employees to share phone books, repair manuals, etc.
- Order supplies using electronic forms or phone.
- Develop routing lists for bulletins, memos, and trade journals in lieu of excess paper copies.
- Create electronic forms or phone in lieu of paper.
- Replace disposable cups, plates, and utensils with washable, reusable products.
- Install hand dryers in restrooms to minimize disposable paper towel use.
- Reuse, repurpose or donate packaging materials.
- Identify ways to increase recycling efforts.
- Set printer defaults to double sided.
- Eliminate fax cover sheets by using stick-on fax labels.
- Utilize a cooperative to buy, sell or donate items.
- Participate in the **Recycling Market Development Zone** offered by Calrecycle.
- Provide incentives for customers to return/reuse bags and boxes.
- Purchase cleaning supplies in concentrated formulas and portion into labeled, reusable dispensing bottles.
- Purchase paper products Certified by the **Forest Stewardship Counsel**.
- Replace multiple cleaning supplies/chemicals with a multi-purpose alternative.
- Minimize packaging as needed when shipping.
- Organize stored supplies on a “first in first out” system.
- Update mailing lists routinely (reduce undeliverable mail).
- Use an electronic faxing system (i.e., scan to email).
- Use circulating envelope interoffice mailing system.
- Use optical scanners as apart of business practices (QR codes, barcodes).
- Adopt an Environmental Purchasing Policy or Zero Waste Policy.

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Practices (5 checkmarks required):

- Purchase office supplies with recycled content (30% minimum post-consumer content).
- Purchase in bulk and reusable office supplies when appropriate.
- Utilize scrap paper for quick notes.
- Use shredded scrap/wastepaper for shipping/packaging needs.
- Buy recycled printer and copy ink cartridges.
- Separate recyclables into a designated area.
- Recycle cans and bottles. Locate a buy back center at www.cansandbottles.com.
- Recycle office paper, cardboard and mixed paper.
- Recycle scrap metal or wood.
- Recycle electronic equipment (e-waste).
- Recycle batteries through an authorized battery recycling company.
- Recycle motor oil, solvent, grease.
- Recycle or repurpose paint.
- Recycle printer/copier toner cartridges.
- Donate unused items to donation centers.
- Implement composting practices as applicable.
- Choose landscaping materials made from compost.
- Use direct mail marketing materials that do not require an envelope OR electronic marketing in lieu of mailouts.
- Choose recycled construction materials during building and remodeling.
- Choose recycled paint products.
- Connect with [Calrecycle's materials exchange portal](#) for material exchange needs.
- Implement [Grasscycling](#) on turf surfaces.
- Stock/sell products with recycled content.