

MINIMIZE SOLID WASTE

Recycling

Yes	Do you recycle:	To Do	Doesn't Apply
	Mixed office paper?		
	Shredded confidential paper?		
	Newspaper?		
	Cardboard?		
	Aluminum and tin cans / glass & plastic bottles ?		
	Used laser printer / ink jet / copier toner cartridges ?		
	Pallets?		
	Plastic film / plastic bags/ pallet wrap?		

Reducing waste

Yes	Do You:	To Do	Doesn't Apply
	Make double-sided copies/use duplex printing ?		
	Reuse single-sided pages for draft print jobs, notepads?		
	Reuse mailing envelopes and other office supplies?		
	Use reusable products instead of buying disposables (e.g. cloth rags, durable cups / flatware / plates)?		
	Tell companies that send you unwanted mail to remove you from their mailing list?		
	Keep your mailing list current?		
	Ask customers if they need a bag?		
	Reuse/give away packaging materials (cardboard boxes, bubble wrap, newspaper, tissue, foam, peanuts)?		
	Ask your suppliers to minimize the packaging they send you / ask them to take it back?		

Purchasing environmentally-preferable products

Yes	Do You:	To Do	Doesn't Apply
	Buy recycled products? (office paper, garbage bags, etc.)		
	Buy remanufactured toner cartridges and refilled ink jet cartridges for printers and fax machines?		
	Buy concentrated products or purchase them in bulk sizes (e.g. cleaning supplies)?		
	Use rechargeable batteries wherever possible?		
	Specify environmentally-preferable products in jobs you contract out (paper for print jobs, building materials for construction projects, etc.)?		

What are the biggest obstacles you face in trying to address these types of solid waste issues?

Are there other ways to minimize solid waste that you have discovered that we have not talked about?

MINIMIZE HAZARDOUS WASTE

Hazardous Waste Reduction and Storage

Yes	Do you :	To Do	Doesn't Apply
	<i>Label waste containers</i> with a description of the waste and the hazard associated with the waste (for example, Waste Acetone, Flammable)?		
	<i>Keep containers closed</i> whenever wastes are not being added or removed?		
	Ensure that <i>containers stored outdoors</i> are kept under cover and have spill containment?		
	Have a <i>spill management plan</i> ?		
	<i>Avoid mixing wastes</i> in a way that would prevent reuse or recycling (for example, putting waste oil and solvents in separate containers)?		
	Buy <i>less toxic</i> products (cleaners, low voc paints, solvents, etc.)?		
	Keep <i>product inventories</i> to avoid expired materials?		
	Get rid of excess materials (and purchase inexpensive raw materials) through free listing services such as the <i>Industrial Materials Exchange (IMEX)</i> ?		

Hazardous Waste Disposal

Current Disposal Method		Recommended Disposal Method	To Do
	Common wastes		
	Spent fluorescent lamps and ballasts	RCY	
	Old computers & monitors	RCY	
	Old cell phones	RCY	
	Used shop towels	Launder & reuse	
	Paint waste	RCY / OT&D	
	Used cleaning solutions/disinfectants	SAN	
	Used solvents	Reuse / RCY	
	Solvent sludge	OT&D	
	Automotive		
	Waste motor oil	RCY	
	Used oil filters	Crush & RCY	
	Waste antifreeze	RCY	
	Used brake fluid	OT&D	
	Used auto batteries	RCY	
	Waste gasoline	OT&D	
	Other		
	Sandblasting waste	OT&D	
	Empty compressed gas cylinders	RCY	
	Dry cleaning wastes	OT&D	
	Waste inks or dyes	OT&D	
	Pesticide residuals	OT&D	
	Used photo-processing chemicals	OT&D	

Disposal Abbreviations Key

SW	Solid waste	DISCHARGED TO DRAIN	
RCY	Recycle	SAN	Sanitary sewer
OT&D	Offsite treatment and disposal	SEP	Septic
		STORM	Storm drain

Yes	Do you:	To Do	Doesn't Apply
	Keep <i>MSDS</i> sheets in an easy-to-find location?		
	Use the <i>Disposal of Toxics</i> facility?		
	<i>Keep records</i> from hazardous waste activities (for example, copies of receipts, disposal manifests and testing data)?		

What are the biggest obstacles you face in trying to address these types of hazardous waste issues?

Are there other ways to minimize hazardous wastes that you have discovered that we have not talked about?

PREVENT WATER POLLUTION

General Housekeeping Practices

Yes	Do you:	To Do	Doesn't Apply
	Keep <i>dumpster</i> lids closed and routinely inspect them for leaks and spills?		
	Make sure that <i>liquids stored outside</i> are in a location where spills can easily be contained?		
	Have <i>spill cleanup supplies</i> (such as floor dry or oil absorbent pads) readily available and clean up all spills immediately?		
	Cover <i>stockpiles</i> with temporary plastic sheeting or put them under a permanent structure?		
	<i>Use a tarp</i> to collect dust, paint, and debris when sandblasting, painting, or doing other messy projects outside?		
	Know where <i>floor drains</i> lead? It is illegal for them to drain to storm water systems. If they do take immediate action, such as plugging them, converting them to a dead-end sump, or connecting them to a sanitary drain (if permitted by your local wastewater treatment facility).		
	Regularly <i>maintain business vehicles</i> to prevent leaks and breakdowns?		
	<i>Drain the fluids</i> from cars or engines saved for parts (and properly disposed of the fluids)?		
	Cover <i>fueling areas</i> and design them to drain to a dead end sump?		

Drainage Systems

Yes	Do you:	To Do	Doesn't Apply
	Keep <i>storm drain grates</i> on your property free of leaves and debris?		
	<i>Label storm drains</i> with the message "Dump No Waste, Drains to Lake/Stream/Bay/etc."		
	Routinely inspect and maintain <i>catch basins</i> ?		
	Routinely inspect and maintain <i>oil/water separators</i> ?		
	Routinely inspect and maintain <i>other drainage system features</i> (vaults, bioswales, etc.)?		
	<i>Keep records</i> of drainage system maintenance?		

Pressure Washing / Cleaning

Yes	Do you:	To Do	Doesn't Apply
	<i>Wash vehicles and equipment</i> in a designated area that <i>does not</i> drain to a storm drain?		
	<i>Remove oil from oil/water separators</i> before sending through wash-water that contains emulsifying detergents?		
	Use <i>alternatives</i> to washing with water (such as sweeping) as much as possible?		

Landscape Maintenance

Yes	Do you	To Do	Doesn't Apply
	Take steps to <i>avoid over-watering and runoff</i> (audit and schedule irrigation systems, use moisture sensors, etc.)?		
	Use <i>alternatives to pesticides</i> whenever possible?		
	Apply <i>fertilizer</i> only if needed in the amounts needed (according to soil tests and plant requirements)?		
	Select pest-resistant and drought-tolerant plant varieties, particularly <i>native plants</i> , when planting new plants?		
	Avoid using equipment with <i>two-stroke gasoline engines</i> (lawn-mowers, leaf-blowers, etc.)?		

Construction Activities

Yes	Do you:	To Do	Doesn't Apply
	<i>Preserve</i> as much <i>vegetation</i> as possible during construction activities?		
	Use <i>erosion and sediment control methods</i> to keep sediment from entering the drainage system?		
	Use <i>alternatives to impervious surfaces</i> to slow and reduce long-term runoff?		
	Use <i>alternatives to wood products treated with creosote</i> , CCA, ACZA and other hazardous chemicals?		
	Sort <i>reusable/recyclable construction debris</i> at construction sites?		

Do you have an above or below ground storage tank? YES NO

If yes, What does it contain? _____

What size is it? _____

What are the biggest obstacles you face in trying to address these types of water pollution prevention issues?

Are there other ways to prevent water pollution that you have discovered that we have not talked about?

EDUCATE EMPLOYEES

Yes	Do You:	To Do	Doesn't Apply
	Teach employees <i>where drains lead</i> (to storm drains, septic systems or the sanitary sewer) and what should and should not go to each?		
	Encourage employees to <i>recycle, prevent waste</i> , and <i>purchase recycled products</i> ?		
	Teach employees that <i>handle hazardous materials</i> about liability, waste handling, spill prevention, and waste prevention?		

CONSERVE RESOURCES

Yes	Do You:	To Do	Doesn't Apply
	<i>Turn off</i> lights, computers and other equipment after hours?		
	Replace worn out bulbs, light fixtures and equipment with <i>energy efficient</i> models?		
	Encourage employees to <i>walk, bike or take the bus</i> to work (reimburse employees for bus passes, provide bicycle parking, etc.)?		

Other Comments:

Do you want to take the Whatcom Watersheds Pledge? YES NO