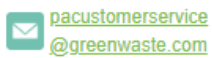




GreenWays



BUSINESS WASTE REDUCTION:

Businesses are making positive impacts in the community and globally by incorporating waste reduction practices — yours can too! Your business plays a crucial role in determining how Palo Alto stands up to climate change.



HOLIDAY SCHEDULE

No Collection on Thanksgiving: GreenWaste of Palo Alto will be closed on Thanksgiving Day. If your regular collection day falls on Thanksgiving Day, your collection day will be moved to Friday (November 29). Customers with collection day on Friday will be serviced on Saturday (November 30).

Check out the new Business Waste Reduction webpage for guidance on how to incorporate waste reduction practices in your business model to cut out greenhouse gases and create a more sustainable future. Some of the waste reduction practices include:

- Conduct a zero waste assessment
 - Survey your business and assess each area where waste is created and disposed of to better identify areas of improvement. Ensure proper waste stations are set up and your business is meeting other City requirements. Contact GreenWaste of Palo Alto to make sure the services you subscribed are "right-sized"
- Switch to reusable items
 - Review and identify the single-use items your business is purchasing. Work towards replacing them with reusable items such as reusable coffee mugs and encouraging the use of reusable items by installing a sink or dishwasher in

the breakroom

- Ask vendors to take back packaging
 - Examine existing purchasing patterns to identify shipments that create the most waste. Communicate your commitment to sustainability with your vendors and request they adjust their shipping methods to reduce the waste produced or take back their packaging for reuse or recycling

For more information and other waste reduction practices check out the NEW Business Waste Reduction webpage at, www.cityofpaloalto.org/businesswaste



ZERO WASTE RESOURCES:

Did you know that Palo Alto businesses have access to some awesome zero waste resources for their employees or tenants? Check out all the great resources available:

- Guidance on What Goes Where
 - Check out GreenWaste's sorting guides for businesses and multi-family residences. For more specific sorting guidance, review the Detailed Materials Guide or give our customer service team a call. These tools can be found at, www.greenwaste.com/PaloAltoWGW
- Check out the waste sorting videos provided by the City of Palo Alto and other waste sorting information at, www.cityofpaloalto.org/wgwtools
- What Goes Where Trainings
 - Free in-person or virtual trainings are available for employees, tenants, and custodial teams in both English



FAQ: CLEAN UP DAY

How to schedule your Clean Up Day?

- Businesses receive one free Clean Up Day for the collection of up to four bulky items each calendar year
- Contact our customer service team at least one week in advance to schedule
 - Email pacustomerservice@greenwaste.com
 - Call (650) 493-4894
- One of GreenWaste of Palo Alto's Environmental Outreach Coordinators will then connect with you to finalize scheduling the service

How do I dispose of TVs or Computer monitors?

- TVs or computer monitors cannot be placed in any of the curbside containers but can be collected as a bulky item either for a service fee or through the Clean Up Day. Contact GreenWaste to schedule the service, place



SORTING GUIDANCE: CARDBOARD

Ordering items online means more cardboard boxes in the recycle containers. To manage all the extra cardboard, ensure boxes are properly prepared for your recycling collection:

- Remove all packing material and place it in the correct container
- Clean film plastic should be bagged with other film plastic and placed in your blue recycle container. Styrofoam goes in your black or tan landfill container
- FLATTEN cardboard and place it inside your blue recycle container loosely with other recyclables. Tape, labels, and staples on boxes are okay
- If you have extra cardboard, you can contact GreenWaste Customer Service at, pacustomerservice@greenwaste.com or (650) 493-4894 to schedule an additional recycle service pick-up at

and custodial teams in both English and Spanish. What Goes Where trainings cover the materials accepted in the compost, recycle, and landfill containers, demonstrate how to set up waste stations, and explain what happens to the waste material after it gets collected. Contact GreenWaste of Palo Alto to schedule a free training today!

- Template Letters to Tenants and Employees
 - Example email, training handbook, and lease agreement templates to tenants or employees to establish waste sorting practice expectations and agreements can be provided by GreenWaste of Palo Alto
- Waste Station Supplies
 - Free signage and stickers are available from GreenWaste of Palo Alto to properly label internal waste containers for businesses and property owners. Some businesses may qualify to receive a few free internal compost and recycle containers to help establish waste stations and meet City requirements
- Multi-Ordinance Guidance
 - Check out the City's [Multi-Ordinance Checklist](#) to get your business in compliance with the City requirements. Contact GreenWaste of Palo Alto for technical assistance in achieving compliance

For resources and more waste sorting information contact GreenWaste of Palo Alto customer service.

Greenwaste to schedule the service, place the items out the night prior to collection along the curb or outside in an easily accessible location on the property, and let the GreenWaste drivers pick them up

How do I dispose of larger bulky items such as cabinets or conference tables?

- For larger cabinets and conference tables, the items must be less than 200lbs or broken down into smaller bundles if possible. Each bundle will count as one bulky item. Larger items must be placed along the curb or outside in an easily accessible location on the property the night prior to collection. If you're unsure if the item is too large, send a photo to GreenWaste Customer Service for an assessment.

Find all the Clean Up Day guidelines at, www.greenwaste.com/paloalto/cleanupday/

additional recycle service pick-up at no additional cost or discuss increasing your recycle