



GreenWays



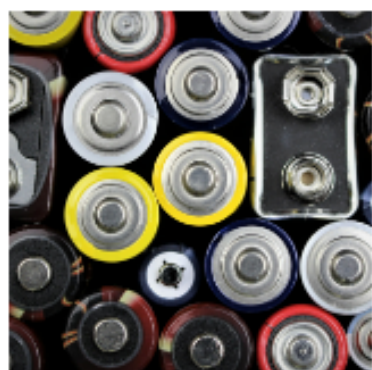
@greenwastepa



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HAZARDOUS WASTE DISPOSAL

Hazardous waste items such as batteries, fluorescent light bulbs, and paint should never be placed into your refuse containers. The City of Palo Alto operates a fee-based hazardous waste collection program for qualifying businesses and non-profit organizations that generate a small amount of hazardous waste. For more information on your business

SAVE MONEY BY REDUCING WASTE!

Reducing your business's overall waste generation and sorting waste correctly not only helps Palo Alto reach its Zero Waste goals, but it also saves your business money! Palo Alto businesses – many with the help of the GreenWaste Outreach Team – are improving waste sorting and reducing waste generation. Reducing landfill service by 2 cubic yards per week can result in around \$3600 per year in savings. Here are some ways to help achieve these results:

Conduct a Zero Waste Assessment

- Identify and understand where and how your business is creating waste. Examine each location where waste is generated and identify areas of improvement. Work on proper waste station implementation and signage placement. For free technical assistance on conducting a zero waste assessment reach out to GreenWaste of Palo Alto 650.493.4894 pacustomerservice@greenwaste.com

Switch to Reusables

- Conduct a comprehensive review of products purchased from each vendor and replace single-use items such as paper plates, plastic utensils, latex gloves, and cleaning wipes with reusable options such as ceramic plates, metal utensils, durable cleaning gloves, and cloth rags

Go Paperless

- Identify key business operations that can transition to electronic

digital receipts, and evaluating software solutions that can be implemented in areas like billing, scheduling, and payroll

For more business waste reduction tips
visit www.paloalto.gov/businesswaste



KEEP YOUR ENCLOSURE CLEAN

Maintaining a clean waste enclosure and waste container area is required by the City of Palo Alto and ensures safe conditions for tenants, employees, and waste collection drivers. Litter on the ground or overflowing waste containers can result in tripping hazards, blocked access to waste containers, pest issues, public health and environmental hazards, and disruptions to waste service.

To ensure you are keeping your waste enclosure clean, please follow these guidelines:

- Keep the lids of the waste containers closed



SORTING GUIDANCE: SUMMER DRINKWARE

Stay hydrated this summer and refresh your waste sorting knowledge! Ensure all recyclables are empty, clean, and dry.



PLAN A ZERO WASTE PARTY

For any type of summer gathering you are planning – potluck, birthday, etc., there are so many ways you can choose to eliminate unnecessary waste. Here are a few options to get you started!

Prioritize food waste reduction when planning. Look back on past summer parties and estimate how much food was thrown out or leftover. Review the types and quantities of food wasted and adjust your purchases. Try the GUEST-IMATOR tool to help you calculate food portions, www.savethefood.com/guestimator

Set up waste stations with compost, recycle, and landfill containers to help your guests sort waste properly. Download and print your own signage at, www.paloalto.gov/wgwtools, place the signage on the containers and above the containers so guests understand where to place their waste items. Contact GreenWaste of Palo Alto to assist with how to set up

- Do not store other items in the waste enclosure area
- Install signage around waste containers to guide users on what goes where
- Install lights in enclosures to increase visibility of waste containers
- Conduct daily inspections of the area to remove any litter from the ground and monitor the materials within the waste containers
- Waste containers cannot be overfilled - the lids must close fully
- If you have extra/overflow material, please contact GreenWaste of Palo Alto to schedule additional waste pick-ups or adjust services to avoid any overflowing materials
- Ensure the surrounding area is clear of obstacles and accessible for



waste stations, request signage, and receive guidance and other waste sorting resources. 650.493.4894
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Provide reusable plates, utensils, and cups at your gathering instead of disposables or skip the need for any foodware items by serving finger foods. For reusable foodware, utilize or create a party pack – a designated box containing sets of reusable foodware and cloth napkins for an amount that best suits your business. More details can be found at, www.paloalto.gov/zwparty.

Reduce waste by investing in décor pieces you can reuse for many years to come. Consider reusable or compostable decorations such as candles, string lights, decorative tablecloths, real foliage, and using your food as a centerpiece. Avoid single-use décor such as balloons and streamers for your gatherings.

Help our community reach its Zero Waste goal – utilize these practices at your next gathering. For more information go to www.paloalto.gov/zwparty.

the waste
collection drivers
to access

- If experiencing
issues with illegal
dumping, add
locks to either the
waste enclosure or
the waste
containers.

Contact
GreenWaste of
Palo Alto about
installing locks
onto waste
containers

- For large/bulky
item disposal,
contact
GreenWaste of
Palo Alto to inquire
about Palo Alto's
Clean Up Day and
bulky item pick-up
options

Please refer to the Palo
Alto Municipal Code
sections [5.20.120 and](#)
[5.20.130](#) for more
detailed requirements for
refuse containers and the
maintenance and
placement of refuse
containers.