

ZERO WASTE TIP SHEET:

INDUSTRIAL

WAREHOUSE-MANUFACTURING PROPERTIES

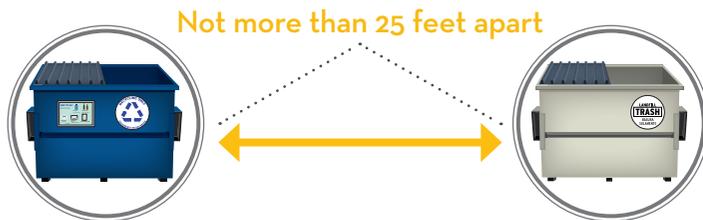
Industrial, Warehouse and Manufacturing properties can cut costs and comply with the City of Austin's Universal Recycling Ordinance by reducing, reusing and recycling.

REDUCED WASTE = REDUCED (OPERATIONAL) COSTS:

- Save money by avoiding purchasing, storing, transporting, collecting and hauling materials to the landfill.
- Determine the market value of by-products or other unused materials. List used, off-spec or scrap materials on the Austin Materials Marketplace to get paid for excess or manufacturing by-products: austinmaterialsmarketplace.org
- Collect, bale and sell recyclables such as baled cardboard, plastic wrap or shredded office paper.

UNIVERSAL RECYCLING ORDINANCE REQUIREMENTS:

1. Make sure recycling capacity is equal to or larger than your total on site trash capacity. Locate recycle containers within 25 feet of every exterior landfill trash container.



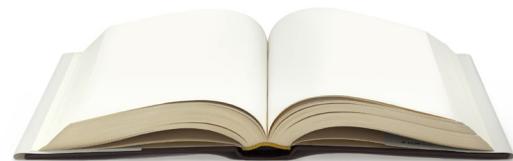
2. Recycle at least five materials. Keep track of weights and volumes to report any materials reused, repurposed, recycled, back-hauled, scrapped, donated or baled as "landfill diversion" on the Annual Diversion Plan.



3. Post signs in English and Spanish near collection areas. Customize information and graphics specific to your business and provide annual education for all tenants and employees.



4. Educate employees. Integrate bilingual recycling education into new employee training and incorporate recycling messages into team meetings.



5. Submit an online Annual Diversion Plan by Feb 1. Property managers, owners and tenants should review lease agreements to identify person(s) responsible for coordinating trash/recycling services and completing the Annual Diversion Plan. Learn more at: austintexas.gov/DiversionPlan



WHO IS AFFECTED? WHEN?

COMMERCIAL PROPERTIES LARGER THAN:	FACILITIES ARE SUBJECT TO THE URO BEGINNING:
50,000 SF	10/1/2014
25,000 SF	10/1/2015
5,000 SF	10/1/2016
All Properties	10/1/2017

TIPS FOR REDUCING WASTE

- Conduct a waste audit or simply look in your trash to identify sources of waste and materials currently generated that could be diverted from the landfill by reducing, reusing, recycling or donating.
- Purchase concentrated cleaning products, dilute onsite and distribute to custodial staff in reusable containers.
- Make recycling easy and convenient with consistently labelled containers.
- Encourage recycling/waste reduction through competitions and creative collaborations between departments. Provide rewards or recognition for cost saving ideas.

KICK START YOUR COST SAVINGS:

- Request a free onsite waste assessment from the City of Austin Business Outreach Team:

Call us at **(512) 974-9727** or email commercialrecycling@austintexas.gov.

- Work with engineering, facilities or purchasing staff to reduce the amount of unused materials and buy products with recycled content (i.e. reprocessed plastic or paper).
- Ask vendors to pick-up/deliver regularly purchased materials in reusable crates and send packaging back to the supplier for reuse.

- “Right-size” your service. Speak with your current service provider or consider rebidding trash or recycling services using the Licensed Hauler List at austintexas.gov/hauler



HELPFUL LINKS

- City of Austin, Universal Recycling Ordinance: austintexas.gov/uro
- Educational materials, capacity calculators, and helpful information: austintexas.gov/commercialrecycling
- Austin Resource Recovery's Business Outreach Team: commercialrecycling@austintexas.gov or call **(512) 974-9727**
- Annual Diversion Plan submitted before **Feb. 1** at: austintexas.gov/diversionplan
- TCEQ Take Care of Texas: takecareoftexas.org
- TCEQ Pollution Prevention Planning: tceq.state.tx.us/p2/wrpa/p2planning.html
- EPA Waste Wise: EPA.gov/wastewise
- Locate a recycling facility for uncommon items: Earth911.com