WASTE BADGE

Business Goal
Fort Collins City Council adopted a goal of recycling or composting 75 percent of the community's discards by 2020, 90 percent by 2025 and achieving zero waste by 2030. In 2015, 58 percent of waste was recycled or composted by the Fort Collins community.

Overview
The purpose of the Waste badge is to encourage businesses to reduce waste. The EPA prioritizes recycling practices according to the following hierarchy: 1) Reduce waste at the source. 2) Reuse and repurpose materials. 3) Recycle. The City of Fort Collins supports these practices through a variety of programs and resources, click here for more information.

Questions?
Caroline Mitchell, *cmitchell@fcgov.com* or 970-221-6288
ClimateWise, *climatewise@fcgov.com* or 970-416-2230

ACT

Points	Complete?	Strategy	Resources
1	☐	**Encourage/provide reusable water bottles.** Shift the purchasing of single use plastic water bottles for employees and encourage/provide reusable water bottles. (Annually)	
1	☐	**Ensure that standard operating procedure uses electronic rather than printed documents.** Electronic documents could be used for internal memos, timesheets, paychecks, etc. (Annually)	
1	☐	**Keep shredded paper out of curbside recycling.** Take shredded paper to the City Recycling Drop-off Facility or hire a third party shredding service. Minimize unnecessary shredding. (Annually)	Resource: •http://www.fcgov.com/common/pdfs/spotlight-pdf.php?id=539
1	☐	**Use reused items when possible and make items no longer needed available for reuse.** Check our Craigslist and local Freecycle groups. (Annually)	Resource: •https://groups.yahoo.com/neo/groups/fortcollinsfreecycle/info
1	☐	**Recycle plastic bags and shrink wrap.** (Annually)	Resource: •http://www.fcgov.com/recycling/centers.php?ID=28
1	☐	**Recycle unwanted uniforms and other textiles in Recycle-That boxes at the City Recycling Drop-off Facility.** (Annually)	Resource: •http://www.recyclethat.com/
1	☐	**Recycling guidelines are displayed on recycling bins.** Attach and replace as necessary. (Annually)	Resource: •http://www.fcgov.com/recycling/pdf/2012_RecyclingGuidelines_FINAL.pdf
1	☐	**Set printers and copiers to print double sided by default.** (Annually)	
1	☐	**Single-stream recycling in place.** Start or maintain single-stream recycling (all recyclables collected in one bin). (Annually)	Resource: •http://www.fcgov.com/recycling/pdf/2012_RecyclingGuidelines_FINAL.pdf
2	☐	**Compost employee food discards.** Compost food discards left over from employee lunches or events. (Annually)	Resource: •http://www.fcgov.com/recycling/composting.php
2	☐	**Host a recycling presentation from the City's WRAP program for employees.** For more information contact Caroline Mitchell at cmitchell@fcgov.com. (Annually)	Resource: •http://www.fcgov.com/recycling/wrap.php
2	☐	**Recycle a hard-to-recycle, industry-specific waste stream.** (Annually)	Resource: •http://www.fcgov.com/recycling/centers.php
2	☐	**Reduce or reuse an industry-specific consumer product.** Examples: spent grains, repurpose wood pallets to new uses, etc. (Annually)	Resource: •http://www.strategy-business.com/article/10406?gko=ec603
3	☐	**Compost industry specific organic waste stream.** Compost a waste stream specific to your industry such as spent grain, customer leftovers, kitchen scraps, etc. Click here for more information. (Annually)	Resource: •http://www.fcgov.com/recycling/composting.php •http://www.fcgov.com/recycling/centers.php?ID=39

3	☐	**Contact suppliers to set up product deliveries in reusable and/or reduced packaging.** Claim points just for trying, and give us a description of your experience. (Annually)	Resource: •http://reusables.org/choose-reusables/what-is-reusable-packaging •http://www.inboundlogistics.com/cms/article/green-packaging-waste-not-want-not/
3	☐	**Make an employee event or meeting waste free.** (Annually)	Resource: •https://www.epa.gov/p2/green-meetings
3	☐	**Stop junk mail.** (Annually)	Resource: •http://ecocycle.org/junkmail
1-3	☐	**Pair recycling bins with every trash can and properly label them "recycling" and "landfill."** Includes employee work stations and bins throughout the facility. (Annually) Claim the strategy that correlates to the correct range. • 1-70 percent of employee work stations = 1 point • 71-80 percent of employee work stations = 2 points • 81+ percent of employee work stations = 3 points	

EDUCATE AND PLAN

Points	Complete?	Strategy	Resources
3	☐	**Educate and engage your team through the Waste Reduction challenge.** NOTE: Credit can only be claimed by using the attached challenge toolkit. For other challenges, please use the Innovate category to claim points. Challenging your employees to save energy can be a FUN way to engage and educate while bringing operating costs down. Check out the many ideas to challenge your team with our Waste Reduction Challenge! For questions, contact Alyssa Stephens, astephens@fcgov.com. (Annually)	Resource: •http://www.fcgov.com/climatewise/pdf/waste_reduction_challenge.pdf
1	☐	**Incorporate information about company's recycling systems and guidelines into new employee orientation.** (Annually)	
1	☐	**Provide educational recycling materials to all employees.** Use digital versions if possible and avoid printing. (Annually)	Resource: •http://www.fcgov.com/recycling/pdf/2012_RecyclingGuidelines_FINAL.pdf •http://www.fcgov.com/recycling/pdf/Business_Waste_Reduction_Tips.pdf
1	☐	**Share the City's holiday recycling guide with employees during the holiday season.** Remember to avoid printing unnecessary copies. (Annually)	Resource: •http://www.fcgov.com/recycling/
2	☐	**Visit the Garbage Garage Education Center and share what you learned with other employees.** (Annually)	Resource: •http://www.larimer.org/SolidWaste/GG/GarGar.htm
3	☐	**Complete a waste assessment through the City's WRAP Program.** (One-time)	Resource: •http://www.fcgov.com/recycling/wrap.php
3	☐	**Waste Challenge - Extension Toolkit, months 2-4.** This strategy is available to Partners that have completed at least one "core" challenge in Energy, Water, Waste, or Transportation. Receive three additional points for each three month challenge extension completed. To receive a copy of the extension toolkit, contact Alyssa Stephens, astephens@fcgov.com. (Annually)	
3	☐	**Waste Challenge - Extension Toolkit, months 5-7.** This strategy is available to Partners that have completed at least one "core" challenge in Energy, Water, Waste, or Transportation. Receive three additional points for each three month challenge extension completed. To receive a copy of the extension toolkit, contact Alyssa Stephens, astephens@fcgov.com. (Annually)	
3	☐	**Waste Challenge - Extension Toolkit, months 8-10.** This strategy is available to Partners that have completed at least one "core" challenge in Energy, Water, Waste, or Transportation. Receive three additional points for each three month challenge extension completed. To receive a copy of the extension toolkit, contact Alyssa Stephens, astephens@fcgov.com. (Annually)	

QUANTIFY AND REDUCE

Points	Complete?	Strategy	Resources
3	☐	**Conduct a Waste Stream Audit.** (Annually)	Resource: •http://www.fcgov.com/climatewise/pdf/waste_assessment_presentation.pdf •http://www.fcgov.com/climatewise/pdf/waste_audit_worksheet.pdf
1-3	☐	**Achieve a reduction in landfilled waste from previous year.** Reduce the amount of waste landfilled as measured with tracking spreadsheet (available for download from myClimateWise) or equivalent. (Annually) Claim the strategy that correlates percent reduction. • 10 percent = 1 point • 20 percent = 2 points • 30+ percent = 3 points	Resource: •http://www.fcgov.com/climatewise/pdf/waste_tracking.xlsx
1-3	☐	**Implement operational changes identified in your Waste Stream Audit OR WRAP Assessment.** See other strategies to log points for conducting your Waste Stream Audit or WRAP Assessment. (Annually) Claim the strategy that correlates to the number of changes implemented. • 1 operational change = 1 point • 2 operational changes = 2 points • 3+ operational changes = 3 points	Resource: •http://www.fcgov.com/climatewise/pdf/waste_assessment_presentation.pdf •http://www.fcgov.com/recycling/wrap.php
3-10	☐	**Report at least 12 months of recycling volume and what you recycled to ClimateWise** Download spreadsheet on myClimateWise and submit to report. (Annually) Claim the strategy that correlates to the total tons diverted of all materials. • Under 60 tons = 3 points • 61-120 tons = 4 points • 121-180 tons = 5 points • 181-240 tons = 6 points • 241-300 tons = 7 points • 301-360 tons = 8 points • 361-420 tons = 9 points • 421+ tons = 10 points	Resource: •http://www.fcgov.com/climatewise/pdf/waste_tracking.xlsx

INNOVATE

Points	Complete?	Strategy	Resources
1-3	☐	**What other creative projects has your business done that aren't listed?** Tell us about best management practices, special projects or industry specific actions that you've completed within the calendar year. Review the innovation point assignment guidance to determine how many points to claim for your project. (Annually)	Resource: •http://www.fcgov.com/climatewise/reporting_guide.php#innovation