



ZERO STARTS WITH ONE

CITY OF PHILADELPHIA
ZERO WASTE AND LITTER CABINET

ONE PERSON. ONE COMMUNITY.
ONE BUSINESS. ONE CITY.



CITY OF PHILADELPHIA

Commercial Waste Report Guide

City Of Philadelphia

The

Commercial

Waste Report



What

Formerly, the city's commercial properties were required to submit Recycling Plans upon opening their doors. The Commercial Waste Report replaces Recycling Plans, and is a more comprehensive version of the previous form. Buildings now have the opportunity to report on their waste diversion practices for multiple waste streams.

Who

All commercial properties receiving private or City waste collection, including restaurants, apartment complexes, schools, storefronts, and more. Building managers are responsible for submitting the form for single and multi-tenant buildings; institutions that comprise multiple OPA numbers should only submit one form.

Why

Philadelphia's long-term Zero Waste goal is to fully eliminate the use of landfills and conventional incinerators by 2035. Last year, the City introduced the Municipal Building Waste Audit; the creation of the Commercial Waste Report will provide a more complete picture of waste management practices in Philadelphia, and help the City to determine its next steps towards achieving its 2035 goal.



Use the Guide to find...

- Philadelphia's recycling and waste management requirements
- Tools for understanding your waste
- How to fill out the Commercial Waste Report
- How to become a Zero Waste Partner
- Ways to implement successful recycling and waste diversion programs

5 Steps to Compliance

Required Actions

1

Fill out the official Commercial Waste Report form online with the City of Philadelphia. Visit commercialwaste.phila.gov and complete your business information profile, then follow the prompts to complete your Waste Report. The form must be submitted annually by December 31.

2

Publicly Post Form:

Print and publicly post your Waste Report in a prominent location; next to your other City of Philadelphia licenses, for example. Print either the submission confirmation screen, or the certificate attached to the email that you will receive upon completing your report.

3

Distribute Copies of Form to Employees:

Distribute copies of your building's completed form to employees so that they are aware of the building's recycling and waste management practices and requirements.

4

Make Sure Recycling is Easy and Bins are Abundant:

Providing adequate recycling containers for employees and patrons is a crucial component of a successful recycling program. A recycling container should be paired with each trash can.

5

Install Signage:

Proper signage, including pictures of the recyclables that are designated, is necessary for educating employees and patrons on where and how to recycle. Links to DIY and ready-to-use signs identifying materials that should and should not be placed into recycling bins can be found in the [Appendix](#).

Become a Zero Waste Partner

Earn Sustainable Business Tax Credits and recognition from the City when you become a Partner! Your property can earn Partnership Status when you:

1. Fill out the [Commercial Waste Report form](#), annually
2. Complete Action Item #1 (See Action Items on [page 15](#))
3. Submit monthly waste diversion rate

Learn more about the Zero Waste Partnership Program and how to increase your building's waste diversion rate to earn Silver or Gold Status on [page 14](#).

Contents

5	Introduction
6	Requirements for Managing Commercial Waste
9	Understanding Your Waste: Waste Composition in Commercial Buildings
12	Reporting Requirements and Compliance
13	Zero Waste Partnership Program
17	How to Implement a Successful Waste Diversion Program in Philadelphia
25	FAQ
29	Appendix



Introduction

The Municipal Waste Audit and Next Steps for the City: The Commercial Waste Report

The City of Philadelphia is working toward its ambitious goal of becoming a Zero Waste and litter-free city – with no waste entering landfills and conventional incinerators – by 2035. With this initiative, we are encouraging every business, community organization, and institution in the city to reduce waste and increase recycling. Following the example of the City's first Municipal Waste Audit completed in 2017, the City of Philadelphia is introducing the Commercial Waste Report. The Commercial Waste Report is a yearly process that will help Philadelphia's businesses and organizations better understand their waste generation, identify opportunities to reduce and divert waste, and take action to join the Zero Waste movement. Alongside the Waste Report, the City is introducing the Zero Waste Partnership Program, which recognizes and rewards leaders in Zero Waste. This next step engages property owners in the 2035 goal, and ensures that their input is heard as the City explores new ways to reduce and divert waste.

Philadelphia's businesses, institutions, and organizations operating in commercial spaces are required by City ordinance to recycle. Recycling, reusing, composting, and other practices that prevent materials from being thrown in the trash conserve energy and natural resources, reduce pollution, and lower waste disposal costs.

The Commercial Waste Report Guide was designed to make it easy for property managers to comply with City regulations and identify ways to minimize their waste. Use the guide to find:

- Philadelphia's recycling and waste management requirements
- Tools for understanding your property's waste
- How to fill out the Commercial Waste Report
- How to become a Zero Waste Partner
- Ways to implement successful recycling and waste diversion programs at your commercial property



Requirements for Managing Commercial Waste

Overview

Philadelphia is home to more than 50,000 businesses and private organizations. These establishments – whether large or small, family-owned or part of a national corporation, apartment complex or registered community organization – all fall under the City of Philadelphia's Commercial Recycling Law. Just like businesses pay a waste hauler to take away garbage, every property must recycle. Complying with the City's recycling and waste ordinances is not only easy, but it can also be cost neutral or even save money for some properties.

Most Philadelphians are already recycling at home and have come to expect recycling everywhere they go. By taking control of the waste they generate, businesses and organizations have the potential to save money and make a favorable impression on their customers. This Guide will walk property owners, managers, administrators, and tenants through the process of setting up a waste management program that highlights recycling and Zero Waste practices, or improving their current program to increase waste diversion. The Guide includes straightforward information on Philadelphia's recycling law and resources that make reducing, reusing, and recycling as simple as possible.

What Does The City Require And Why Do They Require It?

You probably know that Philadelphians are required to recycle at home. But did you know that the City requires the same commitment from businesses? All commercial, institutional, and industrial properties – including residential buildings with more than six dwelling units – need to have a recycling program in place. Penalties for noncompliance can amount to \$300 per violation per day. The recycling regulations were developed in response to Pennsylvania Act 101, which requires all municipalities with more than 5,000 residents to adopt and enforce commercial recycling regulations. Philadelphia's commercial recycling regulations can be found in chapter 10-724 of the Philadelphia Code.

Waste and dumpster regulations: Organic waste, including food scraps and landscaping remnants, are recommended for composting. Pursuant to Chapter 10-722 of the Philadelphia Code, businesses that generate food waste are required to either install a garbage disposer for grindable food waste, or arrange for twice-weekly collection of organic waste. See the [Appendix](#) for a list of organic waste haulers.

Transition from Recycling Plans to the

Commercial Waste Report: Formerly, commercial properties were required to submit Recycling Plans after opening their doors; now, the City requires that they submit the Commercial Waste Report annually. This Report is a more comprehensive version of the previous form, and it gives commercial buildings the opportunity to report on their waste management practices for multiple waste streams.

Staying in Compliance

Fill out the Commercial Waste Report Form: Go to the Commercial Waste Report Portal to file the official [Commercial Waste Report form](#) with the City of Philadelphia. First, submit your business information, and the form will redirect you to the Waste Report. In the future, the Portal will automatically recognize your business information. **Note:** The form must be submitted once per year by December 31.

Publicly Post the Form Certificate: Print and publicly post your Waste Report in a prominent location. A good location is next to your other City of Philadelphia licenses. Print either the submission confirmation screen, or the certificate attached to the email that you will receive upon completing your report.

Distribute Copies of Form to Employees:





Distribute copies of your completed form to employees so that they are aware of the building's recycling and waste management practices and requirements.

Make Sure Recycling is Easy and Bins are

Abundant: Providing adequate recycling containers for employees is a crucial component of a successful recycling program. A recycling container should be paired with each trash can.

Install Signage: Proper signage, including pictures of the recyclables that are designated, is necessary for educating employees on where and how to recycle. Signs and posters identifying materials that should and should not be placed into recycling bins can be downloaded at CleanPHL.org/WasteAudit in the "Downloads" section.

Staying in Compliance Information needed to file a Waste Report

-  Your Office of Property Assessment (OPA) number: found on the envelope you originally received from OPA, or you can look it up through the OPA website.
-  Your hauler service information
-  Property owner and manager contact information
-  Types of materials you recycle and donate

SWEEP

The "Streets and Walkway Enforcement and Education Program" (SWEEP) ensures the enforcement of the recycling and sanitation code. In addition to inspections of residential curbside setouts, SWEEP officers visit commercial properties to check proper recycling techniques. Having your Waste Report Certificate posted in a prominent area will expedite your visit from SWEEP. All businesses, including those with headquarters outside of the city, are required to post the Waste Report on the premises.

Why should my building recycle?

Top 4 Reasons

There are plenty of good reasons why your business should implement a recycling program. Here are our top 4:



1. It's the law. Since 1994, all commercial, industrial, and institutional buildings have been required to submit a Recycling Plan and, at the minimum, recycle the same materials as residents – including bottles, cans, paper, cardboard, and more.



2. Implementing a successful recycling program could be good for your bottom line. When you recycle more, you throw away less garbage, which means that you're in a better position to control costs as trash fees increase. Having a firm grasp of your waste and recycling fees allows for better overall business management. Actual program costs will vary by business type and style. To maximize the savings potential of your Waste Report, implement the 'Best Practices' listed on [page 18](#).



3. It helps the city's economy. Recovering the value of materials through recycling creates jobs and spurs Philadelphia's growing recycling sector. Recycling industries provide jobs for Philadelphians and help boost our city's economic growth by increasing the tax base.



4. It's the right thing to do. The environmental benefits of recycling are found at every stage of a consumer product's lifecycle – from the mining of raw materials through use and final disposal. By redirecting waste to serve as raw materials for industry, recycling conserves valuable natural resources, saves energy used in extracting and processing those resources, reduces greenhouse gases, and decreases air and water pollution from disposal.

Understanding Your Waste: Waste Composition in Commercial Buildings

What Counts As “Waste”?

Waste is anything that is unused, unproductive, or not properly utilized. “Waste” certainly carries a negative tone, and we should aim to minimize waste wherever possible; however, when we do inevitably create products that go unused, what really matters is how we dispose of those products. For example, any materials that your property cannot use productively might become extremely useful to a recycling company, a composter, or a donation center. The goals of Zero Waste are to both reduce the amount of waste you create, and to divert any waste generated away from the trash. Your waste doesn’t have to be wasted.

What Types Of Waste Might Your Commercial Property Generate?

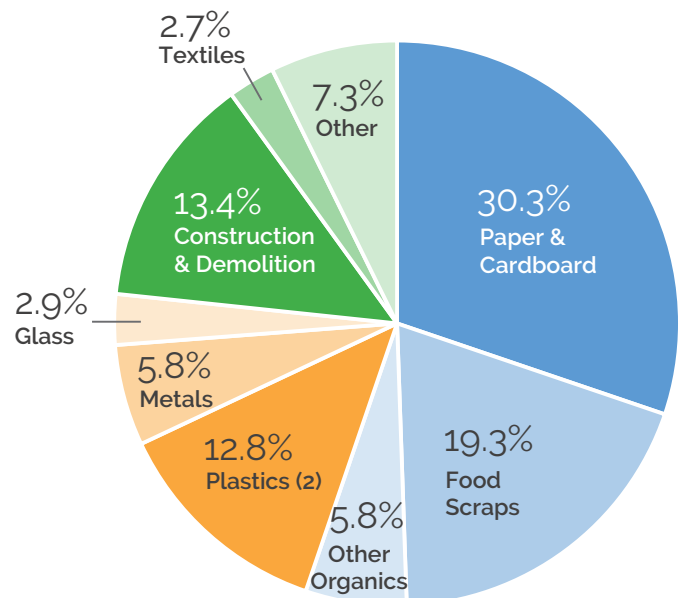
The products and services that you provide are different from others; so is your trash and recycling. Understanding how your waste differs from your neighbors’ will give insight into how to keep your disposal costs down. If your property generates certain types of waste, you may even be able to save money by recycling.

Analyze Waste Streams and Improve Waste Diversion with the Commercial Waste Report

The Commercial Waste Report is a follow up to both the Municipal Waste Audit and the previous Commercial Recycling Plans. The Waste Report collects information about each of your waste streams, including trash, recycling, composting, and

donations. It serves as a platform for your business or organization to archive all its waste types and haulers, and as a jumping-off point for exploring new ways to divert waste away from the trash. The information collected through the Waste Reports will also help the City and its commercial properties alike to better understand waste streams and improve waste diversion in the future.

Estimated Commercial Solid Waste Composition %



Source: Philadelphia Recycling Office

Recycling Straight Talk: Point of Generation

This means that your waste and recycling hauler may not separate recyclables from mixed garbage at a solid waste facility. The separation must happen on-site at your business. There are no permitted facilities on the East Coast that are capable of separating recyclables from mixed solid waste. If your hauler isn't providing you with a separate recycling dumpster, that's a pretty good sign that they're not complying with the law, and you'll want to give them a call.



Assessment Tools:

There are some simple processes your business or organization can carry out to obtain a snapshot of its waste stream.

Waste Composition Survey: Surveying your waste is the easiest way for you to understand the volume of waste leaving your business, as well as what percentage of that waste is recyclable. This knowledge allows you to negotiate better waste and recycling hauling contracts that more appropriately suit your needs and potentially save you money.

But don't worry – conducting a survey doesn't need to be hard.

Waste composition studies can vary in depth, but for many businesses, a visual inspection is sufficient to give you a sense of how much and what kinds of waste you generate. "Eyeball" your waste over several days, and you'll quickly get a feel for the amount and types of materials leaving your business. More information about conducting a waste survey, including a sample waste audit worksheet, appears in the [Appendix](#).

Waste Process Mapping: Waste process mapping helps you understand the flow of materials through your facility. It can help you determine the best locations for recycling and trash containers, and it can show you where recycling procedures may break down in your facility. Process mapping is an effective tool for maximizing the amount of recyclables being captured from your waste stream.

Materials That Are Required To Be Recycled Or Specially Disposed Of

Businesses are required to separate out for recycling the same materials that are typically recycled through the residential curbside recycling program in Philadelphia. These materials must be separated from the trash at the point of generation.

Single Stream Recycling includes materials that, by state and/or municipal recycling law, are required to be separated from the trash. These materials include cardboard, mixed paper (newspaper, junk mail, magazines, catalogs, old files, reports, etc.), glass, jars and bottles, metal food and beverage cans (aluminum, bi-metal [tin] cans), plastic containers (#1 - #7), and food and beverage cartons.

Required Recyclable Electronics

- Desktop and laptop computers and monitors
- Televisions (all types – cathode ray tube, plasma, LCD, etc.)
- Computer peripherals (printers, keyboards, mice, etc.)
- See the [Appendix](#) for more information about electronics recycling, including local drop-off locations.

Single Stream Recycling Materials

Cardboard & Paperboard Boxes (Flattened)



Glass Jars & Bottles



Metal Food & Beverage Cans (aluminum, bimetal (tin) cans)



Plastic Containers (#1 - #7 are often accepted by single stream recyclers)



Cartons (juice, milk, soup, etc.)



Mixed Paper (newspaper, junk mail, magazines, catalogs, old files, reports, etc.)



Special Disposal is Required for These Materials

- Medical waste
- Hazardous waste
- Waste motor oil

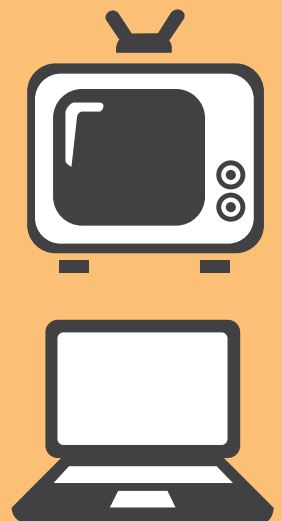
Materials recommended for recycling

- Food waste/food scraps
 - Pursuant to Chapter 10-722 of the Philadelphia Code, businesses that generate food waste are required to either install a garbage disposer or arrange for twice-weekly collection of organic waste. See the [Appendix](#) for a list of organic waste haulers.
- Construction and Demolition (C&D) Debris: Drywall, wood, brick, block, stone, asphalt, rubble, carpet and padding, ceiling tiles, metal, etc.
- Yard and leaf waste: Leaves, lawn clippings, plant and tree debris, etc.
- Polystyrene (Styrofoam™): Packaging material, packing peanuts, egg cartons, trays, food containers, etc.
- Waste cooking oil
- Plastic bags: Plastic shopping bags
- Wood: Pallets, crates, other scrap wood
- Metal: Scrap metal (ferrous and/or nonferrous metal)
- Shredded paper
- Universal waste

Materials recommended for donations: E-Waste; wood and wooden furniture; surplus equipment; obsolete equipment; clothing; edible and unopened packaged foods

Regulations Disposing of e-waste

Since January 2013, businesses and residents alike must recycle most electronic waste, or "e-waste". Small businesses with fewer than 50 employees may drop-off electronics at specified recycling facilities, usually free of charge. Businesses and buildings with more than 50 residents/employees must contract with a certified electronics recycling firm. See the [Appendix](#) for restrictions and a list of electronics recyclers in the region.



Reporting Requirements and Compliance

General Requirements

Any commercial property receiving private or City waste collection is required to submit a Commercial Waste Report. This includes offices; retail; apartment, condominium, and multi-unit housing complexes; restaurants and bars; auto and service stations; hotels and motels; schools; manufacturing; health care; warehouses; colleges and universities; and public utility properties.

How to find your OPA number

Your Office of Property Assessment (OPA) number can be found on the envelope you originally received from OPA, or you can look it up through the OPA website at www.phila.gov/OPA/Pages/PropertyInformation.aspx

Reporting Deadline

Properties are required to submit a Report by December 31 every year.

The Form

How To Complete Your Commercial Waste Report

Access the Waste Report form [HERE](#)

Filling out the form: completing the Waste Report is simple, and more importantly, can be done in under 10 minutes. All of the information necessary to complete the form should be readily available in your property's records.

What information do you need to submit the form properly?

- Commercial property's information (OPA number, name and address, contact name, email, and phone number)
- Manager information (name, address, email, and phone number)

- Commercial property type
- Materials generated
- Hauler information (hauler name and materials collected)
- Materials donated (if applicable)
- Certification of compliance with City recycling and waste ordinances

Where do I find this information?

All information requested by the Commercial Waste Report form should be maintained through operational records (i.e. hauler information and donation records.)

If you are submitting the Zero Waste Partnership form, you must report your property's monthly waste generation and diversion in tons. In some cases, this information may be readily available. More information on how to conduct a basic waste audit and determine your waste diversion rate can be found in the Appendix on pages [35-36](#).

Who can I contact if I need help submitting my report?

Email commercial.recycling@phila.gov if you have any questions about the form or the reporting process.

Who is responsible for submitting the form for my property?

If you are the property owner, manager, or the sole tenant, you are responsible for submitting the Commercial Waste Report for your building. If you are a tenant of a larger office building, you will not submit a Commercial Waste Report. Similarly, if you are the manager for a building that is part of a larger campus or network (for example, a multi-building university or health care institution), you most likely are not responsible for submitting a Waste Report; rather, a single person within your institution should submit a single Report that accounts for all of your institution's properties.

Zero Waste Partnership Program

Program Overview

The Zero Waste Partnership Program is a new way for the City and local businesses and organizations to collaborate on achieving Zero Waste in Philadelphia. Partners take the extra step to report on their Zero Waste practices, including several Action Items and monthly waste diversion rates. Not only does this program encourage Zero Waste practices throughout the city, but it encourages knowledge sharing between the City and Zero Waste Partners: the Partnership will give the City access to additional waste diversion data and give Partners the opportunity to share their best practices with the City and influence future goals. Plus, Partners will earn special incentives for implementing Zero Waste practices, such as eligibility for the Sustainable Business Tax Credit, and exclusive marketing tools from the City.

What are the incentives for becoming a Partner and increasing Partnership Status?

Becoming a Zero Waste Partner is a great way to show patrons that your business or organization is committed to making Philadelphia a cleaner and more sustainable city. When you become a Partner, you will automatically gain access to a number of incentives that reward and promote your status. Partners are eligible for Philadelphia's Sustainable Business Tax Credit, which encourages sustainable business practices and the growth of the local clean economy. You will also receive an exclusive marketing package, including a branded decal to hang at your front window, a Partnership Certificate, and Zero Waste program tools and tips. Finally, Partners will be recognized in the City's Zero Waste marketing publications and websites.

What is Zero Waste?

The goal of Zero Waste is to divert trash – including common recyclables, food waste, clothing, and anything else we manufacture, buy, and use – away from landfills and incinerators. Ideally, all waste would instead be recycled or reused, changing the life cycle of every product your business creates; this process is also called "closed loop" production.



Waste Diversion Rate: Your waste diversion rate is the percentage of your total waste that is redirected from the landfill or incinerator to other disposal methods. Ideally, this waste is instead somehow recycled or reused. So, for example, if only 30% of your total waste ends up being sent to the landfill, then your diversion rate is 70%. Generally, a 90% diversion rate is considered 'Zero Waste'.

Waste Diversion Rate

$$\frac{\text{Weight Diverted}}{\text{Weight of Trash} + \text{Weight Diverted}} \times 100$$

Tiers of Partnership: Partner, Silver, Gold



Any business or organization in Philadelphia can achieve Partner, Silver, or Gold status! Each tier corresponds with achieving a certain level of waste diversion and implementing Zero Waste practices in your workplace. By completing the three Partnership requirements listed above, your business or organization will automatically achieve Partner status!

Increasing your business or organization's waste diversion rate to 70% and completing 7 out of 10 actions will earn Silver Partnership Status. A 90% waste diversion rate and completion of 9 out of 10 actions will earn Gold Status.

Learn more about the Zero Waste Partnership Program [here](#).

How Do I Become a Partner?

To become a Partner, you must submit a Commercial Waste Report for your property*. You will then fill out the Zero Waste Partnership form within the same Portal; the Portal will recognize your business information if you've already completed either the Waste Report or Zero Waste Partnership forms once before. Increasing your waste diversion rate and the number of Zero Waste Action Items completed will allow your business to increase its tier of Partnership (see tiers to the left). To become a Partner, or to maintain your Partnership status at any tier, you must:

- 1. Submit the Commercial Waste Report, annually***
- 2. Submit your property's waste diversion rate monthly, using the Zero Waste Partnership form.**
You must report your property's monthly waste generation and diversion in tons. In some cases, this information may be readily available. More information on how to conduct a basic waste audit and determine your waste diversion rate can be found in the Appendix on [pages 35-36](#).
- 3. Complete and maintain Action Item #1.**
To kick off this program, the City has selected 10 Action Items that can qualify your property for various tiers of Partnership; view the list on [page 15](#).

**If you are a tenant of a larger building and not responsible for submitting a Commercial Waste Report for your property, you can still become a Partner! You will simply submit the supplemental Zero Waste Partnership form, and your building owner or manager will remain responsible for annual submission of the Commercial Waste Report.*

Checklist:

10 Actions for Zero Waste Partners



Action 1:

(required for Partnership): Implement the actions and initiatives required by the City's waste and recycling ordinances

- ✓ Have a recycling contract in place
- ✓ Educate employees about recycling on a regular/recurring basis
- ✓ Post signage to help patrons and employees properly utilize recycling/composting/waste services
- ✓ Offer source-separated recycling for employees and patrons
- ✓ Follow the City's "no organics in dumpster" regulation

The City's waste and recycling ordinances require that commercial properties implement certain practices. To fulfill this action, your property must follow the ordinance requirements listed above; each of these items is required by law, and should already be in place at your business. For example, the City regulates against disposing of grindable food waste in licensed commercial dumpsters; food establishments should be equipped with garbage disposals to process food waste, or have a contract with a compost collection service as an alternative.



Action 2:

Perform a comprehensive waste audit

Performing a comprehensive waste audit – tracking and documenting how much and what type of waste you're

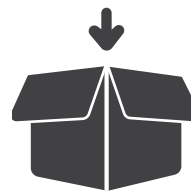
generating – is a necessary component of achieving a higher waste diversion rate. Conducting a waste audit will better inform your Zero Waste goals, shedding light on what solutions are working for your building and where there's room for improvement. Achieving a higher diversion rate saves money on waste collection services, reduces environmental impact, and elevates your business or organization to a higher tier of Partnership.



Action 3:

Implement a composting program

Composting is an easy way to recycle your organic waste – including food scraps and yard waste – and keep it out of the landfill. Commercial food services are already required to keep food scraps out of the dumpster, and composting provides a disposal alternative that benefits other local organizations. [Page 23](#) of this guide lists some tips and resources for starting a composting program, and a directory of local compost collection services can be found in the [Appendix](#). Whether you're a restaurant handling large amounts of food waste every day, or an office that collects some food scraps at lunch time, composting on any scale is a great way to improve your building's waste diversion rate.



Action 4:

Donate excess food, stock, and/or supplies to special materials collections services, or, host special materials collections events

To check-off this action, your property can incorporate one or several Zero Waste initiatives. Your workplace can host a special materials recycling drive, collecting anything from e-waste to clothing. If your workplace serves as a special materials recycling drop-off location on a regular basis, you have also fulfilled this action. Alternatively, you may choose to donate excess packaged or prepared food, stock, and/or supplies to local organizations on a regular basis (see [Appendix](#) for additional guidelines on local food and product donations).



Action 5:

Use or promote the use of recyclable, compostable, and durable materials

Choose to reduce waste from the materials that are commonly used at your place of business, whether they be office supplies, packaging, or service ware. Phase-out single-use materials that are bound for the landfill, and encourage reuse and waste diversion. Encourage your team members and patrons to bring their own reusable cup or bottle, and stop providing paper coffee cups in the break room. Or, make the switch to compostable take out containers and paper bags instead of polystyrene products and plastic bags.



Action 6: Implement a sustainable product purchasing program

Implement a sustainable purchasing program that works for your business model. The U.S. EPA has compiled a directory of some of the leading sources of sustainable purchasing guidance, including summary profiles that will help you choose the best framework for your property. Click [here](#) to find this information. Sustainable purchasing allows you to incorporate Zero Waste up and down your supply chain and further integrate your goals with your business model. Besides impacting your waste diversion rate, a sustainable purchasing program can help your business or organization to better understand its spending and develop more responsible buying practices.



Action 7: Communicate electronically – instead of on paper – whenever possible

Think before you print! At your next meeting, project the agenda on a screen or email a copy in advance, rather than printing copies for everyone. Display your menu in large-print or on screens above the counter, or laminate individual copies for long-term use. Set up online payments for tenants or clients. And of course, if you must print, reuse, or recycle the paper when you're done! Make the paperless switch whenever possible to fulfill this action and elevate your partnership status.



Action 8: Purchase or obtain gently used workplace furniture or other reclaimed materials for your workplace

Redecorating? Look for second-hand furniture, fixtures, and other materials before you buy new. You'll avoid a pileup of foam peanuts, cardboard, and plastic wrap, and divert gently used products from entering the landfill (and probably save a little cash!). Similarly, you can donate old furniture and fixtures or hold a company garage sale instead of sending unneeded, but still usable, products to the landfill.



Action 9: Incorporate Zero Waste education into new team member orientation and incentivize participation in achieving Zero Waste goals

When bringing in new team members, make sure they're prepared to commit to your in-house Zero Waste program. Incorporate Zero Waste into training documents and modules so that Zero Waste habits become second nature in the workplace. To encourage participation from your team and patrons long term, implement incentives that align with your goals. For example, vote for a Zero Waste Leader of the Month in your office, or order-in lunch when your workplace hits a major Zero Waste target (just make sure to limit your lunch waste while you're at it.) You can also incentivize patrons to adopt Zero Waste habits; for example, offer a discount when patrons bring their own reusable bag, or fill up their reusable cup for the price of a small-sized drink.



Action 10: Adopt an in-house Zero Waste Goal and nominate a Zero Waste Program Coordinator

Adopting a Zero Waste goal for your property is an important step towards achieving a higher waste diversion rate. An in-house goal – whether you're striving for a 90% diversion rate or to encourage your team to nix disposable coffee cups – allows you to define the actions and attitudes impacting waste generation in your workplace. It also creates a more realistic image of what Zero Waste means, making the program more accessible to everyone in the office. A Zero Waste Program Coordinator is best suited to tracking progress towards achieving your goal, can provide Zero Waste education throughout the workplace, and encourages teamwork.

How to Implement a Successful Waste Diversion Program in Philadelphia



Get everyone on board

Buy-in from all stakeholders is the key component of any recycling program, and to make yours successful, everyone needs to be on board, from upper management to janitorial staff. Meet with housekeeping staff to inform them of the new recycling program and solicit their feedback on how to best make it work. Posting your Waste Report and distributing copies to employees and tenants is a good step, but you may want to send out a memo (see [Appendix](#) for a sample) or have a quick meeting to let everyone know that your business is implementing a recycling program, what materials will now be recycled or specially disposed of, and how it might impact their daily activities. This will give employees and tenants an opportunity to ask any questions they may have.

Some haulers will provide you with educational tools or even on-site training, so be sure to ask yours for any help. The Street Department also makes educational and promotional tools available on its website.



Make sure recycling is easy and bins are abundant

Most people want to do the right thing and recycle, but the demands of a busy work schedule can make it difficult if recycling bins are hard to access or it's unclear what to recycle. Here are some tips to make it easy for employees and tenants:

- Strategically locate recycling bins, compost bins, and donation bins next to trash receptacles so it's just as easy to recycle as it is to throw something in the trash.
- Take the guesswork out of recycling by locating signage in a prominent place at each trash and recycling station so it's easy to know whether an item is recyclable or trash. The Street Department offers downloadable flyers, posters, and recycling bin labels on its website. See the [Appendix](#) for resources to design your own recycling and waste bin signs that include images of materials relevant to your workspace.
- If your employees have individual workstations, place recycling bins at each station so that reaching for the recycling bin is as easy as reaching for the trash throughout the day.

START RECYCLING!

Congratulations! You're on your way to having a successful recycling program at your business! After a few months, you should reevaluate your program and determine whether any adjustments need to be made.



Get management on board

Getting management buy-in is critical to launching a successful program. This signals to employees, tenants, and customers that recycling is important to your business and should be taken seriously.



Identify a Zero Waste Program Coordinator

While it's critical to have management on board, it's also important to identify someone to "own" the recycling program – someone who is the point person for recycling and Zero Waste questions and issues that might arise. This person could be at the management level, or it could be an employee who is particularly passionate about recycling. At larger businesses, it might be beneficial to have multiple people who can champion recycling in various departments.



Determine your recycling needs

You'll be in a much better position to set up a cost-effective recycling program if you know how much of your waste stream can be diverted for alternative disposal. Many businesses can determine recycling needs by simply visually inspecting their trash to get a sense of what kind of waste they generate and in what quantities. Check out the 'assessment tools' section on [page 10](#) for more information on how to survey your waste.



Line up a licensed hauler

If a private hauler picks up your trash, you can simply approach them about adding recycling pick-up. However, you might want to take this opportunity to shop around and see if another hauler can offer a better rate or services that better suit your needs. See the [Appendix](#) for information on getting a competitive bid from a hauler licensed by the City of Philadelphia.

If you receive City collection and pay the \$300 solid waste resources fee, you can simply set out your recycling for collection on the same day your trash is picked up. Recycling can be set out in any durable, rigid container of 32-gallon capacity or less marked with the word "Recycling".



File a Commercial Waste Report with the City

All businesses are required to file a Commercial Waste Report. Filing is easy, and you can do it at commercialwaste.phila.gov



Best Practices for Improving Your Recycling and Waste Diversion Programs

Make recycling and waste diversion easy: Locating recycling and composting bins wherever there is a trash can will make it easier for employees, tenants, and customers to make the right decision when tossing their waste. Make sure the recycling bins are located at all workstations so that staff doesn't need to go out of their way to recycle.

Ongoing education and management: Make sure staff, tenants, and/or customers know where and how to dispose of their waste, and what should and shouldn't be entering each bin. It's best to do this in-person with visuals of common items in your waste stream. Some haulers will even send a representative to your building to assist with on-site training sessions and recycling promotions.

And remember, everyone could use a little friendly reminder from time to time. Hold periodic refresher meetings so that people continue to recycle properly.

For new tenants and residents, it's best to address waste diversion as early as possible. This sometimes means at the time of move-in, before move-in, or even at the architectural stage for building retrofits.

Develop a non-confrontational system for promoting compliance, especially in multi-tenant buildings. Consider simply not collecting trash and recyclables

from a station if they're mixed together. Log the occurrence, and have staff leave a friendly reminder of what is recyclable.

Use signs: A picture is worth a thousand words when it comes to waste diversion. Make sure signage with visuals of acceptable materials appear wherever there are trash and recycling containers. If someone has to guess where an item should go, it's probably going to end up in the trash, so help them put that soda can in the right place by showing them where they should go. The Street Department offers downloadable flyers, posters, and recycling bin labels on its website. See the [Appendix](#) for resources to design your own recycling and waste bin signs that include images of materials relevant to your workspace.

Identify a Zero Waste Program Coordinator:

Management can't be everywhere at all times; a Zero Waste Coordinator can fill out the waste report form, and can answer questions and make sure waste diversion is happening properly throughout your organization. Having multiple Zero Waste Ambassadors alongside the Coordinator can help identify problems with your current waste stream and find ways to improve your Zero Waste program. Ultimately, reducing waste is a team effort, but it's helpful to have designated leaders who are accountable for making sure it happens properly.

A Zero Waste Coordinator's role is to act as a building or individual tenant's point person for recycling and waste minimization and encourage all employees to participate. For larger commercial operations

and institutions, it is recommended that one Waste Ambassador is identified for each department, floor, or building, who can assist the Waste Coordinator with filing an accurate and comprehensive Commercial Waste Report. Identifying a Zero Waste Program Coordinator is also an Action Item within the Zero Waste Partnership Program, so implementing this simple initiative can increase your Partnership status!

Know your garbage bill: Many businesses end up with waste collection services that don't quite fit their needs, or worse – they overpay for these services. Take time to go over your bill and ask your hauler questions about things you don't understand. Especially if you start recycling, composting, and donating more materials, you may be able to decrease the frequency of your trash pick-ups. Talk to your hauler about different options that might be available (and how it will impact your cost) if you increase your waste diversion. See the [Appendix](#) for a list of questions to ask your hauler, and make sure to check your bill regularly to note any unexpected fees or price increases.

Communicate constantly: Constant communication between management and haulers, housekeepers, staff, tenants, and customers helps ensure that your Zero Waste program will continue to run smoothly and cost-effectively. Let staff and tenants know when they're doing a good job (or when something could be improved), and solicit feedback from your hauler about the quality of the recyclable materials you're providing them. Problems with the latter can signal that changes need to be made to your waste diversion process, and that more regular support from upper management might be necessary to ensure you're on the road to Zero Waste.

Questions to Consider:

- Are there any modifications to operations that will affect the daily routines of employees? How will you communicate these modifications?
- What are your plans for continued education about the program, such as changes and results of waste minimization and recycling activities over time?
- How will any issues be reported?

Additional tools and materials to help implement a Zero Waste program that makes sense for your workplace can be found in the [Appendix](#).

How Can I Minimize Waste and Improve My Building's Waste Diversion Rate?

Overview: More and more, commercial properties are looking for new and innovative ways to reduce their environmental impact. Recycling is a great way to divert waste away from the landfill and reduce the volume of raw materials extracted from the earth to make new products. But the industry is rapidly changing, and while everyone should continue to recycle wherever possible, our focus must shift to how much waste we're creating in the first place. Most of us have heard of the 'Three Rs'; that is, reduce, reuse, and recycle. This section of the guide will focus primarily on those first two Rs in order to help you integrate waste minimization throughout your entire business model, and make reaching for the waste bin a last resort.

After completing the Commercial Waste Report form and using it to identify your building's waste management practices, ask yourself the following questions to help identify opportunities to minimize waste.

- Are there any materials that can reasonably be separated for recycling, special disposal, or recycling?
- Can any materials in the waste stream be reduced or eliminated through modifications to purchasing activities?
- Can any materials in the waste stream be replaced with reusable/durable products?
- Can I make changes to my facility's recycling and/or Zero Waste program to make it more effective?

Considering the answers to these questions can help you identify changes that your building can make in its waste management practices to minimize trash. These actions can range from replacing single-use materials with reusable options, to education employees about recycling, to recycling new materials, to donating old and obsolete items.

Improve your Building's Waste Diversion Rate

When it comes to diverting your trash and achieving Zero Waste, you have a lot of options. Use this section to explore a variety of waste reduction methods, and choose a combination that makes sense for your building. Implementing some of these methods can also count towards increasing your Zero Waste Partnership status.

Reduce Waste: More sustainable than diverting waste away from disposal is preventing waste from being created in the first place. There are many changes that commercial buildings, of all types, can make in their operations to reduce the amount of waste they generate and improve sustainability.

Office Operations

- Set photocopiers and printers to print on both sides.
- Store manuals, policies, and other documents digitally: do not print long documents and employee handbooks. Allow employees to access copies digitally.

- Fight junk mail: take steps to reduce the amount of junk mail your facility receives by unsubscribing from unnecessary mailing lists. If you regularly send out flyers, consider switching to email or text-based newsletters.
- Implement paperless payment systems: accept payments from tenants or clients digitally, and email or text receipts instead of printing by default.
- Buy high-quality office equipment in order to reduce e-waste.
- Buy recycled toner/recycle used cartridges and take used cartridges to be recycled. Most large office supply and electronics stores accept used ink cartridges for recycling.

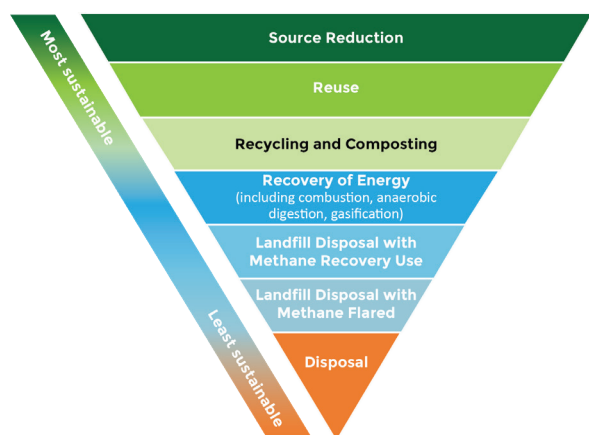
Packaging and shipping

- Use lightweight packaging made from recycled and/or recyclable materials.
- Reduce the amount of packaging you use in the first place, whether by saying no to plastic bags, or nixing shrink wrap on pallets.
- Send used cardboard boxes and other shipping materials back to distributors.

Collect food, yard, and other organic waste

- Establish a system for collecting food waste with compost-only bins in high food waste areas like kitchens or break rooms. You can also collect any yard and leaf waste and deliver it to the Fairmount Park Organics Recycling Center for a tipping fee (based on weight). Refer to [page 23](#) for more information on how to set up a food waste collection program in your building, and to the [Appendix](#) for a list of organic waste haulers.

Waste Management Hierarchy



The U.S. Environmental Protection Agency (EPA)'s waste management hierarchy ranks waste management methods by their sustainability, prioritizing waste reduction, reuse, recycling, and composting. Facility managers should prioritize waste reduction and reuse as they set waste minimization goals.

Reuse More: After determining whether any materials in your waste stream can be reduced or eliminated through waste reduction efforts, ask yourself if any materials can be replaced with reusable products. Consider the following tips for reuse:

Office Operations

- Encourage employees to bring lunches/beverages in reusable containers/bags.
- Reuse common office items like binders, paper clips, and rubber bands.

Packaging and shipping

- Use durable and reusable packaging for shipping to other locations.
- Shred used paper to use as packing material.
- Provide reusable cups, mugs, and utensils in kitchens and break rooms, or for food service, instead of single-use service ware.
- Invest in rechargeable batteries and battery chargers for common electronics.
- Reuse furniture before buying new, and donate lightly-used items for reuse instead of sending them to the landfill.

Divert Materials through Donation and Reuse: Philadelphia's commercial properties produce a variety of materials beyond those which are recyclable through most single stream recycling programs. Some of these materials can be recovered through donation and reuse. Some of the most common of these materials are listed here, along with donation options and protocols.

Obsolete and Surplus Equipment: Certain local thrift stores might accept certain items. Refer to the ["Philadelphia Disposal, Recycling, and Donation Options" document](#) for a list of options.

Clothing: Local thrift stores, shelters, and retail stores accept clothing donations. Refer to the ["Philadelphia Disposal, Recycling, and Donation Options" document](#) for a list of local donation centers.

Edible, Unopened Packaged Food: Local food pantries and shelters accept unopened packaged food if it meets food safety standards. Refer to the Food Donation Guidelines on [page 22](#) to find out what food items can be donated and what should be composted. Refer to the ["Philadelphia Disposal, Recycling, and Donation Options" document](#) for a list of local groups accepting food donations.

Clearing Out Surplus and Obsolete Equipment:

If you are storing obsolete or surplus equipment at your facility, consider taking an inventory to identify materials that could be reused by other Philadelphians. Set aside gently used items for donation or resale, and unusable equipment for special disposal based on its material. Consider using a local resale site such as Craigslist or Freecycle, or refer to the ["Philadelphia Disposal, Recycling, and Donation Options" document](#) for a list of donation and recycling options sorted by material type.

Food Donation Guidelines

Food donations reduce food waste while assisting Philadelphians in need. Please follow these food donation guidelines to ensure the food you are donating is safe for consumption. Any food that cannot be donated can be composted locally in Philadelphia.

For searchable list of local donation and recycling services, refer to the Philadelphia Disposal, Recycling, and Donation Options document in the "Downloads" section of CleanPHL.org/WasteAudit.

What To Donate:

Unopened packaged and canned food

- Fruit and vegetables that have a natural casing (like bananas, oranges, melons, and onions)
 - Commercially bottled beverages
 - Unopened boxed food
 - Prepared food that has maintained temperature control
 - Unprepared frozen food (prepared food that has not been heated)
-

What Not To Donate:

- Cut fruits and vegetables, including vegetable trays and fruit salads
- Opened beverages
- Prepared food that has been sitting out
- Food that requires refrigeration that has been sitting out



Managing Post-Consumer Waste and Recycling in Public Spaces

Recycling programs in public areas – such as cafes, museums, and retail stores – are often the most difficult to manage. But with proper signage, including pictures of what's recyclable or what isn't, recycling in public spaces is well within reach. To ensure that materials are sorted properly, follow these public space recycling tips:

- Place recycling and/or composting bins directly next to trash bins.
- Use clear, simple labels and signage with photos of which materials should be placed in recycling and trash bins. Signage for hanging near trash receptacles and special disposal bins is available for download at CleanPHL.org/WasteAudit in the Downloads section, or, refer to the [Appendix](#) for information on how to design your own signs with images relevant to your workplace.
- Food and beverage containers should be emptied and rinsed before being placed into recycling bins. Signage in kitchen and eating areas can help to inform and remind everyone of proper recycling

practices. Consider providing a space where customers can rinse their empty plastics prior to recycling.

- Consider the mix of materials you're offering your customers, especially if you're struggling to communicate your waste diversion plan or noticing little improvement in contamination levels. Offering disposable packaging that can enter the same bin as your food waste, such as paper products and compostable utensils, makes disposal a no-brainer for your guests, and keeps your recycling stream clean and waste to a minimum. Similarly, contaminants such as plastic bags and polystyrene containers reduce the value of recovered materials. You can ensure that these products stay out of your bin by discontinuing their use altogether.

Composting Programs

Introduction: Scaling for small and large demand

If you operate a restaurant or other food service establishment, chances are you produce a lot more food waste than the average workplace. Composting is a useful waste minimization strategy that is available to businesses of all services and sizes, and implementing a program that works for you is as simple as recycling any other material. Follow these tips for implementing a composting program, and refer to the [Appendix](#) for a list of composting services in Philadelphia to find a hauler that makes sense for your level of organic waste.

What can be composted? Often, what can and can't be composted depends on your collector. Sometimes, collectors prefer that only plant-based products enter your compost bin, while others will accept animal products. However, most will not accept bioplastics (biodegradable plastics) in Philadelphia, so if you plan to compost service wear, paper alternatives are a better option at this time. Check with your compost collector for a list of what they compost and what they don't.

Starting a composting/food collection program in an office: Composting in your office is as simple as setting another bin next to the recycling and trash receptacles in your break room or kitchen. While

your workplace may not produce a lot of food waste, collecting sandwich crusts and banana peels after lunch still makes a difference. Certain compost collection services may be able to pick up your compost weekly, while others may require that you drop it off yourself; consult with a local composter to develop a plan that works for your office. Allow your Zero Waste Coordinator to handle these contracts, and make sure you communicate with custodial staff and appropriate building management before you start composting. Finally, while some services will provide you with a compost bucket, ensure that whatever bin you use is fitted with an airtight lid to prevent smell and pests from invading your workplace.

Starting a composting/food collection program at a food service establishment:

In Philadelphia, food service establishments are already required to specially dispose of grindable food waste and keep it out of their dumpsters. It might as well leave your business as compost! Because food service establishments produce a larger volume of food waste, you may need to have your food waste collected multiple times a week. Local composters will consult with your business to develop a contract to handle a large volume of organics. The rest of the process, however, is simple! Set out compost receptacles next to regular trash and recycling bins, provide employees with a comprehensive list of what can and cannot enter the bins, and ensure the bins are fitted with an airtight lid when not in use.

Starting a composting/food collection program at a multi-unit residential complex:

Nowadays, many urban dwellers are searching for composting options in their apartments and condos, so facilitating this service could be a huge incentive for potential tenants. Even if you manage a building with dozens (or hundreds!) of tenants, establishing a residential composting program is within your reach. Philadelphia's local composters are experts and prepared to consult with property managers to determine a strategy that works best for their building. Including a Composting Addendum to your standard lease agreement ensures that tenants are aware of the program from the beginning (consult the [Appendix](#) for a sample recycling lease addendum), and regular follow-up or postings to your company's internet accounts will help residents stay engaged.



Recycling and Waste Diversion for Commercial Properties Leasing Space in a Multi-Tenant Building

If you are currently leasing space in a private building with centralized waste collection, the building owner or manager is responsible for ensuring recycling services are available. The owner or manager must file the Commercial Waste Report with the Streets Department, issue instructions to tenants, and post the Report Certificate along with signs describing the recycling program throughout the building. He or she must also facilitate the purchase and placement of adequate recycling containers. If your private office building has no apparent recycling program, review this guide for information on recycling programs and contact the Recycling Office for help on getting started.

Currently, private buildings are not required to have a composting program in place. However, you should talk to your landlord or building manager about adding food waste collection to the building's existing waste plan. Alternatively, you can collect your own food waste for donation to a local composting service. Refer to the [Appendix](#) for a list of local composters, some of which offer pick-up services for smaller volumes.

Working with Custodial Staff

Once employees have sorted their recyclables, the materials need to be delivered to a loading dock or holding area to await collection. How recyclables get picked up will vary among buildings, services, and contracts. In some buildings, custodians empty individual recycling bins on a set schedule while others require employees to take recyclables to a nearby centralized bin. Check with the building manager if you're unsure which applies to your property.

Custodians and housekeepers are a critical link in the recycling process. If you're establishing a new plan, be sure to include custodians in the development process. Ask how containers will be emptied and how cleaners will consolidate and store materials. Be sure that custodians and housekeepers understand the benefits of recycling.

As a building manager establishing a new program, you may need to modify the custodial service contract to include the management of recyclables. In most cases, reduced handling of trash offsets added handling of recyclables with no added costs incurred. This is especially true if employees empty their personal bins into central containers. Custodial collection carts in buildings with a recycling program are typically fitted with separate bags or compartments for trash and for recyclables. These dual bagging systems allow custodians to collect both materials streams on a single sweep through a building.

FAQ

What materials must be recycled?

Can I put all my recyclables together at my commercial property like I do at home?

Am I able to mix my trash and recycling together and rely on my hauler to separate recycling from trash off site?

Does my hauler actually recycle my recyclable materials?

Can I just take my trash and recyclables home?

Can I bring my trash and recycling to a waste facility on my own?

Can I get blue recycling bins from the City, and do I need them?

Can I participate in the Philadelphia Recycling Rewards (Philacycle) Program?

Do I have to get a medallion from Licenses and Inspections, and how do I do that?

Are Commercial Recycling Plans and the Commercial Waste Report the same thing?

How do I file my Commercial Waste Report with the City of Philadelphia?

My commercial property is part of a larger chain that backhauls its waste to the warehouse in otherwise empty trucks. Do I still need to file a Commercial Waste Report?

My commercial property receives City collection via the "solid resource collection fee." Do I need to file a Commercial Waste Report?

I do not have space for a dumpster at my commercial property location. Do I still have to recycle?

Can I request an exemption from recycling for my commercial property?

I'm a federal, state, or City agency. Am I exempt from Philadelphia recycling regulations?

Under what circumstances might my commercial property receive a citation?

How do I dispute a recycling citation?

My business/organization leases space in a multi-tenant office building. Do I need to file a Commercial Waste Report?

My business/organization leases space in a multi-tenant office building. Can I become a Zero Waste Partner?

How does my commercial property become a Zero Waste Partner?

What are the incentives included in becoming a Zero Waste Partner?

Are tax incentives or rebates available if I become a Zero Waste Partner?

Is my commercial property required to compost?

What high-volume composting services are available in Philadelphia?

Am I still required to submit a Commercial Recycling Plan with the City?

Can I view Waste Reports submitted by other commercial properties?

Does the City provide recycling posters and other educational materials?

- **What materials must be recycled?**

You are required to recycle the following materials:

- Cardboard
- Mixed paper (newspaper, junk mail, magazines, catalogs, old files, reports, etc.)
- Glass jars and bottles
- Metal food and beverage cans (aluminum, bi-metal [tin] cans)
- Plastic containers (#1 - #7)
- Food and beverage cartons
- Also, the following electronic waste (e-waste) must be recycled via a separate collection: (see Appendix):
- Desktop and laptop computers and monitors
- Televisions (all types – cathode ray tube, plasma, LCD, etc.)
- Computer peripherals (printers, keyboards, mice, etc.)

- **Can I put all my recyclables together for my commercial property like I do at home?**

That depends upon your hauler service. If the City of Philadelphia picks up your trash, then the City also collects your recycling, which means that you can set out your materials for single stream curbside collection just as Philadelphia residents do. If you have a private hauler service for trash and recycling, the process will depend on your hauler's requirements. Contact your hauler to decide the best method for collection based on your business needs. Electronics will always need to be collected separately from trash and "normal" recycling (see Appendix).

- **Am I able to mix my trash and recycling together and rely on my hauler to separate recycling from trash off site?**

No. There are no facilities on the East Coast licensed to or capable of separating recyclables from trash. Separation must happen at your business, and recycling must be hauled away separately. Your recycling and trash cannot be collected together in one container and then separated from one another at an off-site location.

- **Does my hauler actually recycle my recyclable materials?**

Haulers that don't recycle are literally throwing money away. It costs a hauler more money to dispose of material in a landfill than it does to take it to a recycling processor, who may even pay the hauler for its materials. It's unlikely that your hauler is throwing out recyclable materials.

- **Can I just take my trash and recyclables home?**

No. Under the City of Philadelphia sanitation regulations you cannot take materials from your business to your residence for disposal. Refuse must be set out at the location where it is generated. Properties deemed non-compliant are subject to all applicable fines and penalties.

- **Can I bring my trash and recycling to a waste facility on my own?**

No. Under the Sanitation Code for businesses you cannot. Only licensed haulers registered with the City of Philadelphia may haul trash and recycling. A hauler's license is required for transporting your recyclables or waste to a recycling facility or landfill. The disposal locations will not allow unlicensed private vehicles onto the premises. The notable exception to this regulation is e-waste.

- **Can I get blue recycling bins from the City, and do I need them?**

The City generally does not provide recycling bins for businesses. Businesses that receive City pickup can purchase their own recycling bins at home improvement, hardware, and home goods stores. Any durable, rigid container of 32-gallon capacity or less is acceptable. Simply mark it with the word "Recycling," and sanitation workers will know that the material is recyclable.

- **Can I participate in the Philadelphia Recycling Rewards (Philacycle) Program?**

No. Businesses are not eligible to participate in the program that offers deals and discount coupons to residents. However, recycling more and decreasing your trash can save you money when it comes to avoiding waste costs.

- **Do I have to get a medallion from Licenses and Inspections, and how do I do that?**

If you use a container of any size for trash or recyclables that is serviced by a private hauler, you are required to get a dumpster license. Fees vary based on the size and location of your container, and the type of materials collected (e.g., dumpster license fees for recycling containers are 50% of trash container fees). You can obtain an application for a dumpster license by calling Licenses and Inspections at 215-686-2491 or visiting their website online [here](#).

- **Are the Commercial Recycling Plan and the Commercial Waste Report the same thing?**

The Commercial Waste Report will replace Commercial Recycling Plan in 2018. The new Report will collect more comprehensive information from local commercial properties about their waste generation, including information on waste sent to the landfill, recycling, and donations. The Report will give a better picture of the City's waste generation and diversion rates, and provide context for policy goals as the City aims to achieve Zero Waste by 2035.

- **How do I file my Commercial Waste Report with the City of Philadelphia?**

To file a Waste Report with the City, go to commercialwaste.phila.gov or visit the Philadelphia Streets Department's [Commercial Recycling webpage](#). Here, you'll find a link to the online portal and instructions on how to file your report.

- **My commercial property is part of a larger chain that backhauls its waste to the warehouse in otherwise empty trucks. Do I still need to file a Commercial Waste Report?**

Yes, you must still file and post a Commercial Waste Report.

- **My commercial property receives city collection via the "solid resource collection fee". Do I need to file a Commercial Waste Report?**

Yes, you must still file and post a Commercial Waste Report.

- **I do not have space for a dumpster at my commercial property location; do I still have to recycle?**

Yes, you are required to recycle all of the mandated materials you generate regardless of space. If your business has implementation challenges, please email commercial.recycling@phila.gov for suggestions and assistance.

- **Can I request an exemption from recycling for my commercial property?**

No. Although an exemption was available in the past, all businesses must now make appropriate provisions for recycling the mandated materials generated by normal daily operations.

- **I'm a federal, state, or City agency. Am I exempt from Philadelphia recycling regulations?**

No. All businesses and agencies, no matter the type, must comply with local regulations, including those that govern recycling in Philadelphia. If you are a City agency, however, you are required to file the Municipal Building Waste Audit with the City, rather than a Commercial Waste Report.

- **Under what circumstances might my commercial property receive a citation?**

The SWEEP officer may have visited your location and the inspection did not reveal the appropriate recycling practices in place, the proper containers for recycling available, the proper education material for employees or tenants, a posted Waste Report Certificate, or any indicator that the business is not in compliance with the Commercial Recycling Regulations. The citation may have been generated because your location failed to meet the Commercial Waste Report form filing requirement within the 30-day deadline.

- **How do I dispute a recycling citation?**

To dispute a citation, please follow the directions available on the back of the citation listed by the Bureau of Administrative Adjudication (BAA). You may also contact the BAA directly at 215-686-1584.

- **My business/organization leases space in a multi-tenant office building. Do I need to file a Waste Report?**

No. Your building owner or manager is responsible for filing the Commercial Waste Report annually for your entire building. You should not file a Report.

- **My business/organization leases space in a multi-tenant office building. Can I become a Zero Waste Partner?**

Yes! While filing the Commercial Waste Report is listed as a requirement to obtain Partnership status, this is your building owner or manager's responsibility. Fill out the Zero Waste Partnership form separately to begin the application process and indicate that you are a tenant within a privately-owned building.

- **How does my commercial property become a Zero Waste Partner?**

Becoming a Zero Waste Partner is easy and offers your building a number of exclusive incentives. In order to become a partner, you must: file a Commercial Waste Report annually with the City, submit your waste diversion rate monthly, and maintain Action Item #1 on the list of Zero Waste Partnership Actions. Refer to "Zero Waste Partnership" on [page 13](#) for additional details concerning these requirements, partnership incentives, and the 10 Zero Waste Action Items.

- **What are the incentives included in becoming a Zero Waste Partner?**

The City is offering a wide range of marketing and tax incentives to businesses and organizations that join the Zero Waste Partnership. Refer to [page 13](#) for an overview of these incentives.

- **Are tax incentives or rebates available if I become a Zero Waste Partner?**

Yes! Partners are eligible for Philadelphia's Sustainable Business Tax Credit.

- **Is my commercial property required to compost?**

Commercial properties in Philadelphia are not currently required to compost, although it is encouraged! If you operate a food service establishment, however, you cannot dispose of grindable food waste in the dumpster; you must either arrange for biweekly pickup of food waste, or install a garbage disposal.

- **What high-volume composting services are available in Philadelphia?**

Visit the "Downloads" section at CleanPHL.org/WasteAudit to download a list of verified organic waste haulers and collectors that can collect compostable in various quantities. You may need to arrange a contract to regularly dispose of organic waste in high volumes.

- **Am I still required to submit a Commercial Recycling Plan with the City?**

No. The Commercial Waste Report is taking the place of Recycling Plans, and will collect more comprehensive information about Philadelphia's commercial waste, and help commercial buildings to better understand their various waste streams.

- **Can I view Waste Reports submitted by other commercial properties?**

Not at this time. For tips and ideas concerning waste minimization at buildings like yours, refer to CleanPHL.org for additional digital resources.

- **Does the City provide recycling posters and other educational materials?**

Yes! Refer to the [Appendix](#) for links to various resources, including poster and 1-pager downloads provided by the City, and tools for creating personalized recycling posters that display materials relevant to your building or business type.

Appendix

1. Definitions
2. Designing and printing recycling signage and educational materials
3. Recycling and Zero Waste Organizations
4. Philadelphia Streets Department Sanitation Convenience Centers
5. Resources for purchasing recycling bins
6. Sample Recycling & Zero Waste Program kick-off memo
7. Verifying questions to ask your hauler
8. Choosing a reputable hauler and how to get a competitive bid
9. Sample lease recycling addendum
10. Waste audit tools and worksheets
11. List of haulers and recyclers in Philadelphia

Backhaul: The process by which retailers and other waste generators send their materials back to central warehouses via their normal distribution channels rather than a container for on-site pick up by a contracted waste hauler.

C&D: Construction and demolition waste including wood, drywall, block, brick, stone, concrete, asphalt roofing, wire, metals, carpet and padding, vinyl and other bulky plastics, fiberglass, and ceiling tiles.

Commercial Property: For the purposes of the Commercial Waste Report, a commercial property constitutes any commercial, institutional, or industrial property – including residential buildings with more than six dwelling units. Simply put, if your building has been issued an OPA (Office of Property Assessment) number, it is considered a commercial property.

Closed Loop: Closed loop production is essentially “Zero Waste” production. Using this process, all post-consumer waste is reused or recycled to create new products, that then re-enter the market. This can be as simple as turning recycled paper into napkins, or more complicated, such as weaving recycled plastics to create tennis shoes.

Dual Stream: The recycling system that requires the separation of recycling materials into two streams: paper in one and bottles & cans in the other

E-Waste: Electronic waste. The category of materials that includes discarded electrical or electronic devices. As of January 2013, most e-waste may not be discarded via normal municipal solid waste systems, but must be diverted and recycled.

Hazardous Waste: Waste that poses substantial or significant threats to public health and the environment and exhibit the following characteristics: ignitability, corrosivity, reactivity, or toxicity. These wastes are often solvents, oils, acids, chemicals and heavy metals, and is a category of waste regulated by the Pennsylvania DEP.

Organic Waste: Waste that can be composted and kept away from landfills where it decomposes and produces methane, a greenhouse gas. Organics include food scraps, soiled paper products, paper towels/napkins/tissues, waxed cardboard, yard waste, clean wood, and compostable plastics.

Plastics #1-7: Rigid plastic packaging with any resin type (any number 1 through 7 found in the triangular arrows).

Single Stream: The recycling sorting system that sorts a mix of paper, bottles and cans. Single stream is not the mixing of recycling with trash.

Universal Waste: A subset of more ubiquitous and less dangerous hazardous waste materials including fluorescent light bulbs, batteries, cathode ray tubes and mercury containing devices; also regulated by Pennsylvania DEP.

Waste Diversion: Your waste diversion rate is the percentage of your total waste that is redirected from the landfill or incinerator to other disposal methods. Ideally, this waste is instead somehow recycled or reused. So, for example, if only 30% of your total waste ends up being sent to the landfill, then your diversion rate is 70%.

Zero Waste: The goal of Zero Waste is to divert trash – including common recyclables, food waste, clothing, and anything else we manufacture, buy, and use – away from landfills and incinerators, to be repurposed elsewhere. Ideally, all waste would instead be recycled or reused; this process is also called “closed loop” production. Generally, a 90% waste diversion rate is considered Zero Waste.

Links to making/printing recycling signage and educational materials

The Ready Set Recycle tool is a template for making personalized recycling posters for your business. Often, recycling signs are generalized and may not show any materials that are commonly recycled in your workplace. Now, you can make your own signs that better fit your environment:

www.readysetrecycle.org/sign-maker/

CleanPHL provides a variety of infographics, posters, bin stickers, and 1-pagers free for download to help kick off your Zero Waste program.

www.cleanphl.org/materials-templates/

Recycling and Zero Waste Sites of Interest



Clean PHL
www.cleanphl.org



Philadelphia Streets Department
www.philadelphiastreet.com/



Mayor's Office of Sustainability
www.phila.gov/green



Energy Star
www.energystar.gov



Keep Philadelphia Beautiful
www.keepphiladelphiabeautiful.org



Keep America Beautiful Recycling at Work campaign
www.recyclingatwork.org



Sustainable Business Network of Philadelphia
www.sbnphiladelphia.org



Professional Recyclers of Pennsylvania
www.proprecycles.org



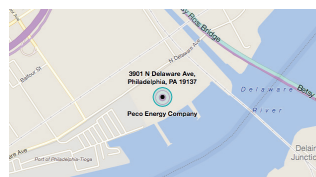
Fairmount Park Organic Recycling Center (organics only)
www.phila.gov/services/trees-parks-the-environment/dispose-of-organic-materials

Philadelphia Streets Department Sanitation Convenience Centers

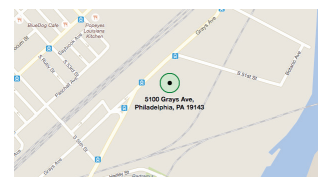
Sanitation Convenience Centers are available - and free - for Philadelphia residents only. The following types of materials are accepted for free at the Sanitation Convenience Centers:

1. Automotive tires, limited to four per day
2. Bulk items, large metal household items/appliances or items containing refrigerants, limited to two a day
3. Christmas trees
4. Collectible rubbish, up to six receptacles (or 12 bags)
5. E-waste, including computers, monitors, televisions, and other computer-related equipment
6. Latex- or water-based paint cans that are partially full can be solidified by adding an absorbent material such as "kitty litter" or newspaper prior to disposal
7. Mattresses and box springs, unwrapped
8. Recyclable materials, as part of the City's Recycling Program
9. Yard waste, accepted for recycling, and must be free of contamination and contained in paper bags only

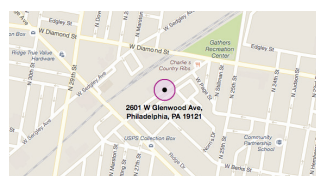
Sanitation Convenience Center Locations



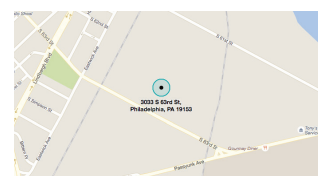
Port Richmond
3901 N. Delaware Ave.
Philadelphia, PA 19137
215-685-1358



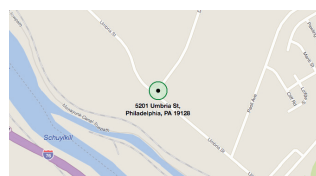
West Philadelphia
5100 Grays Ave.
Philadelphia, PA 19143
215-685-2600



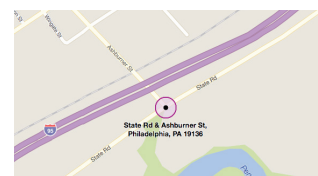
Strawberry Mansion
2601 W. Glenwood Ave.
Philadelphia, PA 19121
215-685-3955



Southwest Philadelphia
3033 S 63rd St.
Philadelphia, PA 19153
215-685-4290



Northwest Philadelphia
5201 Umbria St.
Philadelphia, PA 19143
215-685-2502



Northeast Philadelphia*
State Rd. & Ashburner St.
Philadelphia, PA 19136
215-685-8072

*Accepts Polystyrene (Styrofoam™)

Resources for purchasing recycling bins

The following websites offer a variety of recycling bin products in different styles and prices.

- www.cleanriver.com
- www.buschsystems.com
- www.recycleaway.com
- www.barcoproducts.com/outdoor-furnishings/trash-disposal/recycling-containers

Sample recycling/Zero Waste program kick-off memo:

Edit and use this memo to introduce new Zero Waste initiatives that will be used in your workplace.

To: All Employees

From: Chief Executive

Subject: Office Zero Waste Plan

On (DATE), (COMPANY) will begin an office-wide Zero Waste program. The objective of this program is to divert more of the (MATERIALS) that we generate in the (OFFICE/LOCATION) away from the landfill. This program is in full compliance with the City of Philadelphia's Commercial Solid Waste Regulations.

The Zero Waste program is simple and will require few changes in your daily habits. Each of you will receive a special recycling container for your work area, in which you should place your recyclable office paper instead of throwing it in the trash can. A list of the types of paper products we are trying to recover is attached to this memo and is printed on your recycling container.

Paper will be collected from your desk-recycling container on (DAYS FOR PAPER COLLECTION) by custodians. Trash will be collected as usual. If your container fills up before collection, please use one of the more centralized (COLOR) collection containers placed in your work area. These containers are typically located near (LIST AREAS – PRINTERS, COPIERS, ARCHIVES).

We are also placing (COLOR) containers in the (KITCHENETTES, LUNCH ROOM, CAFETERIA, OTHER SPECIFIC SITES) for the recycling of (MATERIAL TYPE) beverage containers. Please try to make sure that cans and bottles are completely empty. Make sure you do not use these containers for trash or food waste!

Instead, place your food waste in new (COLOR) containers in the (KITCHENETTES, LUNCH ROOM, CAFETERIA, OTHER SPECIFIC SITES), which will be collected by a local composting company. A list of the types of acceptable food products is attached to this memo and is printed on the composting container.

On (DATE) we will hold a series of brief 15-20-minute Zero Waste orientation meetings for all employees in (PLACE). Sessions will run every hour, on the hour all day. A separate schedule will be distributed on (DATE) for these meetings.

The success of this program depends on each of us. (COMPANY) is committed to environmental responsibility. Recycling is the law, but increasing our waste diversion is also good for the environment and good for our bottom line.

Thank you in advance for your efforts.

Verifying questions to ask your hauler

- Where does my material go after it is collected?
- How is it sorted and processed?
- Are reports or diversion metrics available?
- Is on-site training available and will you work to educate management and staff at my business?
- Can you provide indoor recycling bins and signage?
- Will you help to identify better ways to handle waste as well as additional recycling and waste diversion

Choosing a reputable hauler and how to get a competitive bid

Study your contract.

The standard waste contract in the Commonwealth of Pennsylvania is a 36-month, auto-renew contract. Identify when the term of your contract is due to renew and plan accordingly.

Know who you are and what you want.

Examine the quantity and composition of your waste or perform a cursory waste audit.

Talk to neighboring businesses.

Ask about their haulers and solicit feedback about their costs, frequency of service, and overall satisfaction. Trash and recycling trucks run on specific routes, so a hauler which also services your neighbors may provide you with a more competitive rate.

Get a site visit from prospective waste haulers.

Show them your building, and loading dock or trash enclosure. They may be able help estimate your required level of service based on square footage, number of employees, whether there is a kitchen on-site, etc.

Ask for references.

Ask to talk to existing customers and in larger commercial settings, ask to see other customers' waste setups. Businesses and haulers that recycle well are usually more than happy to show off their successes.

Get at least three bids.

It is advisable to solicit multiple bids, while five or more is preferable. Be wary of any outlier bids, both too high and too low.

Sample lease recycling addendum

The City of Philadelphia has a mandatory recycling program for both residences and commercial properties, including multi-family dwelling buildings. Property owners are required to notify residents about recycling requirements, designate an accessible recycling area, and maintain signs that explain what and how to recycle.

Residents are required to separate the following materials from their regular garbage and recycle them according to building management instructions:

Mixed paper (includes newspaper, magazines, office paper, etc.)

Cardboard (flattened)

Glass bottles and jars

Metal cans and containers

Mixed plastic containers codes #1 - #7

Food & drink cartons

To encourage recycling efforts and discourage noncompliant recycling behaviors, landlords may consider including a recycling requirement in new lease agreements. A suggested lease addendum for current occupants might include:

Additional Terms of Lease

This addendum states the addition of the following terms and conditions to be incorporated into the original lease agreement.

Recycling Collection:

I. Program Notification. [ENTER NAME OF PROPERTY] has instituted a recycling collection service. New and existing occupants are informed of the program availability as well as details of the program.

II. Recycling Interior and Exterior Containers. Interior containers will be provided to occupants upon moving in and are provided to all existing residents. Interior containers remain the property of [ENTER NAME OF PROPERTY] after the tenant has moved. Exterior collection containers for recyclable materials are located throughout the property. A map of container location and list of recyclable materials are provided to occupants upon move in and are also provided to all existing occupants.

This addendum is effective starting (MM/DD/YYYY) ____/____/____.

TENANT ACKNOWLEDGMENT

I have been notified of [ENTER NAME OF PROPERTY] recycling program. _____ (initial here)

I have been provided with a list of accepted and not accepted items and have been instructed on where recycling containers are located throughout the property. _____ initial here)

Waste Audit Worksheet

Your Business						
Material Type	Volume (cu. Ft.)		Conversion factor: 1 cf = weight (lbs.)		Weight (lbs.)	% weight of total (weight/ total weight)
Corrugated Cardboard	0	x	10	=	0	0%
Mixed Paper	0	x	20	=	0	0%
Commingled containers	0	x	5	=	0	0%
Food waste & organics	0	x	55	=	0	0%
Construction waste	0	x	15	=	0	0%
Hazardous/ universal/ e-waste	0	x	25	=	0	0%
Other waste	0	x	10	=	0	0%
TOTAL	0				0	0%

Typical Waste Totals by Facility Type						
e	Residential (apartment/ condo)	Restaurant/ Bar	Retail	School	Hotel	Public Events
2%	3%	7%	6%	10%	3%	4%
45%	40%	15%	22%	30%	33%	38%
6%	11%	7%	4%	8%	8%	10%
28%	22%	60%	28%	28%	33%	34%
5%	7%	3%	13%	3%	10%	0%
1%	1%	0%	2%	1%	4%	0%
13%	16%	9%	25%	20%	8%	14%
100%	100%	100%	100%	100%	100%	100%

Tips and Instructions:

Familiarize yourself with the waste categories below

Approximated volumes and weights are recommended for most situations. Exact measurements are rarely needed unless in-depth investigation is desired.

For each material category, enter either a volume *or* weight. If volume is entered, use the conversion to change to weight.

1. Your dumpster is likely to be sized in cubic yards
2. 1 cubic yard = 27 cubic feet
3. 1 gallon = .13 cubic feet (1 cf = 7.5 gallons)

Conversion factors are estimates and are not exact. Adjust accordingly for in-depth investigation. For instance, if your business produces more glass, adjust the weight conversion factor upwards

More specific weight estimates can be found in the [Appendix](#) entitled "Volume to estimated weight conversions of commonly recycled items"

Typical Waste Categories for Businesses

Corrugated Cardboard

"flattened" two or three ply corrugated cardboard

Mixed Paper

Office paper, newspaper, colored paper, junk mail, magazines, catalogs, paperboard

Commingled Containers

glass bottles & jars, aluminum cans and trays, steel (tin) cans, rigid plastic containers, paper cartons & aseptic packaging

Food Waste & Organics

food scraps, soiled paper, paper napkins, paper towels, compostable wares, waxed cardboard, yard waste

Construction

wood, drywall, rubble, carpet & padding, ceiling tiles, metals, etc.

Hazardous/universal/e-waste

computers & peripherals, cell phones, tvs, other electronics, solvents, pesticides, chemical, oils, fluorescent bulbs, batteries, mercury, etc.

Other waste

plastic films & wrappers, Styrofoam™, coffee cups, latex gloves, sanitary products, textiles, shoes, furniture, etc.

Volume to Estimated Weight Conversions of Commonly Recycled Items

Material	Volume	Estimated Weight (lbs)
Cardboard		
Loose Cardboard	1 cubic foot	3
Flattened Cardboard	1 cubic foot	10
Baled Cardboard	1 cubic foot	600 – 1,000
Paper		
Office Paper (stacked)	1 cubic foot	22
20# Bond; 8.5 x 11	1 ream = 500 sheets	5
Ledger Legal Pads	1 case = 72 pads	38
Loose Newspaper	1 cubic foot	20
1" Single Copy (Newspaper)	n/a	3
Glass		
Uncrushed Bottles	1 cubic foot	20
Crushed	1 cubic yard	55
Plastic		
Whole, Uncompacted Soda Bottles (PET)	1 cubic foot	1
Whole, Compacted Soda Bottles (PET)	1 cubic foot	15
Whole, Uncompacted mixed	1 cubic foot	1
Jugs – Dairy, Water, Juice (HDPE), Whole, Uncompacted	1 cubic foot	10
Metal		
Whole Aluminum Cans	1 cubic foot	2
Manually Compacted	1 cubic foot	10
Whole Steel Cans	1 cubic foot	5
Flattened Steel Cans	1 cubic foot	30
Organics (organic densities vary depending on moisture content)		
Food Waste	1 cubic foot	60
Grass	1 cubic foot	15
Yard Trimmings/Leaves	1 cubic foot	10
Wood Chips	1 cubic foot	20

List of Haulers and Recyclers in Philadelphia

A comprehensive list of haulers and waste collectors by material type, including clothing and food donation resources, is available in PDF format entitled Philadelphia Disposal, Recycling, and Donation Options, at CleanPHL.org/wasteaudit in the Downloads section.

Electronics (E-waste) Recycling Facilities

[Make sure to call ahead to verify that the facility can accept your materials.]

Recycling Facilities:

Accurate Recovery Systems (Pick-up Service)
450 Veit Road,
Huntingdon Valley, PA 19006
215-396-9998
www accuraterecovery.com

AERC (Pick-Up)
2591 Mitchell Avenue,
Allentown, PA 18103
866-447-5177
www.aerc.com/Recycling_Solutions-Electronics.php

CyberCrunch Philadelphia (Pick-up)
1 Judy Way,
Aston, PA 19014
215-970-7223
www.ccr cyber.com

Covanta Philadelphia (Pick-up & Drop-off Services)
2209 South 58th Street,
Philadelphia 19143
800-950-8749
www.covanta.com/en/sustainable-solutions/electronic-waste.aspx

eForce Recycling (Pick-up)
3114 Grays Ferry Avenue,
Philadelphia 19146
877-278-0799
www.eforcecompliance.com

Elemental, Inc. (Pick-up)
2371 Church Street,
Philadelphia 19124
215-289-1475
www.eleminc.com

George Leck and Sons, Inc. (Pick-up)
P.O. Box 2609,
Ivyland, PA 18974
215-675-8000
www.georgeleckandson.com

JP Mascaro & Sons (Pick-up & Drop-off)
315 Sixth Street,
Bridgeport, PA 19405
610-272-7100
www.jp mascaro.com

Kuusakoski (Pick-up)
3100 Orthodox Street,
Philadelphia 19137
215-533-8323
www.kuusakoski.us

Life Cycle Solutions, Inc. (Pick-up)
8701 Torresdale Avenue,
Philadelphia 19136
215-882-8161
www.drlifecycle.com

PAR - Recycle Works (Pick-up & Drop-off)
342 E. Walnut Lane,
Philadelphia 19144
267-335-5455
www.par-recycleworks.org

Republic Services (Pick-up)
3000 E. Hedley Street,
Philadelphia 19137
610-265-6337
www.republicservices.com

TBS Industries (Pick-up & Drop-off)
4211 Van Kirk Street,
Philadelphia 19135
215-535-6500
www.tbsindustries.com

The Tab Group (Pick-up & Drop-off)
341 Cooper Road,
West Berlin, NJ 08091
856-768-4402
www.tabshred.com

Universal Waste Solutions, LLC (Pick-up & Drop-off)
3000 Orthodox Street,
Philadelphia 19137
610-340-3434
www.universalwastesolutions.net

Retail Recycling Locations

Retail locations of office and electronics supply stores such as Staples and Best Buy accept e-waste for recycling (drop-off only).

Organics/Food Scrap Haulers [See the "Definitions" Appendix for more details on Organics.]

Food Waste Services: Small Scale Companies

Bennett Compost (Pick-up)
2901 W. Hunting Park Avenue,
Philadelphia
215-520-2406
www.bennettcompost.com

Circle Compost (Pick-up)
P.O. Box 2038,
Philadelphia 19103
267-388-1493
www.circlecompost.com

Kitchen Harvest, Inc. (Pick-up)
733 Foss Avenue,
Drexel Hill, PA 19026
www.mykitchenharvest.com

Pedal Co-op (Pick-up)
P.O. Box 42701,
Philadelphia 19104
484-222-2406
www.pedalcoop.org

Food Waste Services: Large Scale Companies

Gold Medal Environmental (Pick-up)
3323 S. 61st Street,
Philadelphia
215-727-7000
www.goldmedaldisposal.com

Organic Diversion (Pick-up)
46 South Maple Avenue,
Marlton, NJ 08053
609-841-1326
www.organicdiversion.com

Premier Food Waste Recycling (Pick-up)
2026 Route 31 Suite 2,
Glen Gardner, NJ 08826
www.premierdsp.com/foodwaste

Republic Services (Pick-up)
3000 E. Hedley Street,
Philadelphia 19137
610-265-6337
www.republicservices.com

Road Runner Waste Management (Pick-up)
2424 E. York Street #307,
Philadelphia 19125
215-995-2777
www.roadrunnerwm.com

Waste Management (Pick-up)
408 S. Oak Avenue,
Primos, PA 19018
800-869-5566
www.wm.com

Yard & Leaf Waste Services

Bennett Compost (Pick-up)
2901 W. Hunting Park Avenue,
Philadelphia
215-520-2406
www.bennettcompost.com

Circle Compost (Pick-up)
P.O. Box 2038,
Philadelphia 19103
267-388-1493
www.circlecompost.com

JP Mascaro & Sons (Pick-up & Drop-off)
315 Sixth Street,
Bridgeport, PA 19405
610-272-7100
www.jp mascaro.com

Republic Services (Pick-up)
3000 E. Hedley Street,
Philadelphia 19137
610-265-6337
www.republicservices.com

Robert T. Winzinger, Inc. (Pick-up)
1704 Marne Hwy.,
Hainesport, NJ 08036
609-267-8600
www.winzinger.com

Waste Management (Pick-up)
408 S. Oak Avenue,
Primos, PA 19018
800-869-5566
www.wm.com

Fairmount Park Organics Recycling Center
(City of Philadelphia-operated facility)
(Drop-off)
3850 Ford Road,
Philadelphia 19131
215-685-0108
www.phila.gov/services/trees-parks-the-environment/dispose-of-organic-materials/

ZERO STARTS WITH ONE

**CITY OF PHILADELPHIA
ZERO WASTE AND LITTER CABINET**

cleanphl.org