



**ZERO
STARTS WITH
ONE**

CITY OF PHILADELPHIA
ZERO WASTE AND LITTER CABINET

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



CITY OF PHILADELPHIA

Municipal Building Waste Audit Guide

Contents

3

Introduction

- 5 Which Municipal Facilities are Required to Submit the Municipal Building Waste Audit Form?

7

Recycling Requirements

- 7 Which Materials Are Required to Be Recycled or Specially Disposed of?
- 10 Materials Recommended for Recycling
- 10 Materials Recommended for Donations
- 11 Materials That Require Approval from Procurement for Recycling or Donation

12

Reporting Requirements & Compliance

- 12 How to Comply with the City's Requirements
- 14 SWEEP Inspections
- 14 Filling Out the Waste Audit Form
- 23 How is My Facility's Waste Diversion Rate Calculated?

24

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

- 26 Reduce Waste
- 28 Reuse More
- 29 Identify and Train "Waste Ambassadors"
- 30 Quick Guide to Zero Waste Office Parties and Events
- 33 Establishing or Strengthening Your Facility's Single Stream Recycling Program
- 42 Divert Additional Materials (Through Recycling, Donations, and Reuse)
- 50 Clearing Out Surplus and Obsolete Equipment
- 51 Food Donation Guidelines

54

Available City Resources

- 52 Becoming a Zero Waste Partner
- 53 Support and Materials

56

FAQ

57

Appendix

Introduction

The City of Philadelphia is working toward its ambitious goal of becoming a Zero Waste and litter-free city — with Zero Waste entering landfills and conventional incinerators — by 2035. With this initiative, we are encouraging municipal agencies to reduce waste and increase recycling at their facilities. When it comes to recycling and other practices that divert waste away from the trash, municipal agencies should not only comply, they should lead by example. The Municipal Building Waste Audit Program was developed to help City agencies better understand their facilities' waste generation, identify opportunities to reduce and divert waste, and take action to join the city's Zero Waste movement.

Just like businesses and institutions, City buildings and municipal agencies operating in privately-leased space are required by City ordinance to recycle. Recycling, reuse, composting, and other practices that prevent materials from being thrown away as trash conserve energy and natural resources, reduce pollution, and lower the City's waste disposal costs.



This Waste Audit Guide was designed to make it easy for municipal building managers to comply with City regulations and identify ways to minimize their waste. Use the guide to find:

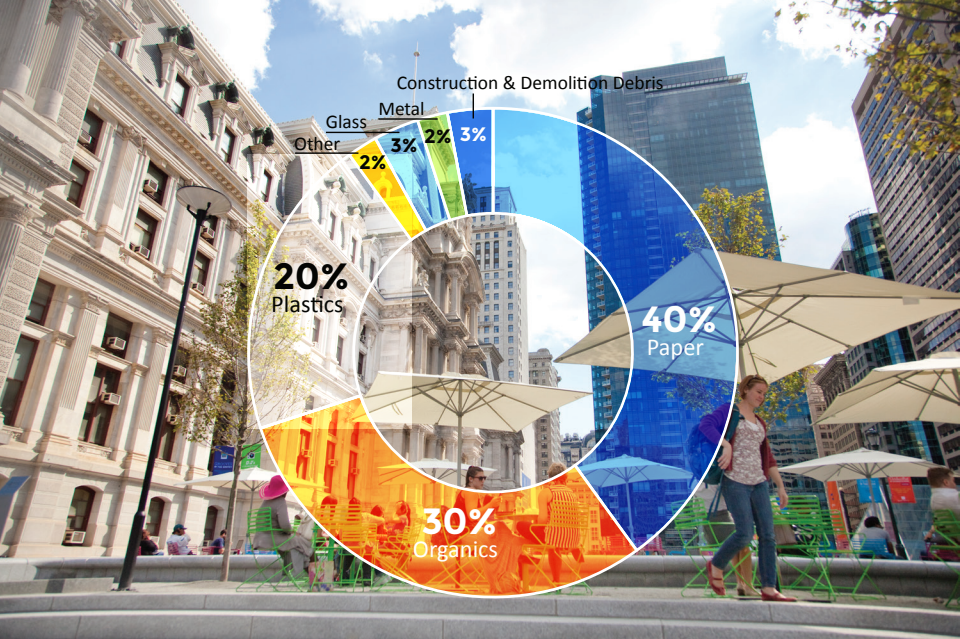
- Philadelphia's recycling and waste audit reporting requirements
- How to complete the Municipal Building Waste Audit form
- Tips for minimizing your building's waste
- How to implement a successful recycling program
- How to arrange recycling or donations for new materials
- How your facility can help us pilot the Zero Waste Building Partners Program

Use this guide as a how-to manual and handy reference guide for complying with City regulations and minimizing your facility's waste.

Which municipal facilities are required to submit the Municipal Building Waste Audit form?

All municipal facilities are required to submit a waste audit form annually by December 31, with the exception of unstaffed facilities. For complexes of buildings at the same location with centralized waste collection, a single waste audit form should be submitted for the entire complex. The following facility types are required to submit a waste audit form yearly:

- **Airport Facilities**
- **Public Property**
 - Office buildings
 - Warehouses
 - Police stations
 - Firehouses
 - Prison facilities
- **Health & Human Services**
 - Office buildings
 - Laboratories
 - Health centers
 - Nursing homes
- **Judiciary Courts**
- **Libraries**
- **Licenses & Inspections Facilities**
- **Philadelphia Gas Works Facilities**
- **Parks & Recreation**
 - Recreation centers
 - Playground buildings
 - Older adult centers
- **Philadelphia Water Department Facilities**
- **SEPTA Transportation Facilities**
 - SEPTA headquarters buildings
 - Passenger stations
 - Fleet depots/maintenance facilities
- **Streets Department**
 - Office buildings
 - Garage/maintenance facilities
 - Transfer stations
 - Warehouses



Typical Waste Composition in Government Buildings

Most of the waste generated in typical government buildings is recyclable, so implementing and managing an effective recycling program is a relatively easy way to divert a significant amount of material from the trash.

City departments can elect to join the Zero Waste movement by helping us pilot our Zero Waste Building Partners Program. To do this, facility managers can choose to submit an optional Zero Waste reporting section of the waste audit form on a monthly basis to track a facility's waste generation over time. See page 52 for more information on optional Zero Waste reporting and how you can help us pilot the program.

Recycling Requirements

Which Materials Are Required to Be Recycled or Specially Disposed of?

The Streets Department (which provides trash and recyclables collection from most City-owned buildings) and most other Philadelphia haulers collect recyclables "single stream," which means that they collect paper, cardboard, glass, metal, and plastics mixed together in a single recycling container. Some facilities, such as those where City agencies are operating in privately-leased space, may have private collection service and may source-separate different materials for recycling. If your facility has private recycling collection, check with your building manager or hauler to see which materials your facility recycles.

State and/or municipal recycling law requires the following materials to be separated from trash:

Organized with contract or through the Streets Department:

SINGLE STREAM RECYCLING

- Cardboard
- Mixed paper (newspaper, junk mail, magazines, catalogs, old files, reports, etc.)
- Glass jars and bottles
- Metal food and beverage cans (aluminum, bimetal [tin] cans)
- Plastic containers (#1 - #7)
- Food and beverage cartons

Organized with contract or through the Office of Innovation and Technology (OIT):

- **Electronic waste**, including desktop and laptop computers and monitors, televisions, and computer peripherals such as printers, keyboards, mice, etc.

Organized with contract or through the Procurement Office:

- **Waste cooking oil and used motor oil**
- **Universal waste**, including fluorescent bulbs, batteries, pesticides, etc.
- **Hazardous waste**, including solvents, oil-based paint, etc.
- **Medical waste**

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.)



Materials Recommended for Recycling and Donations

Beyond the materials mandated to be recycled or specially disposed of, there are other materials typically thrown away as trash that municipal facilities can arrange to recycle or donate to further reduce their waste. The following list includes materials that are recommended to be recycled and donated. Building managers looking to minimize their facilities' waste and strive toward becoming Zero Waste may seek to recycle or donate one or more of these materials.

Materials Recommended for Recycling

- **Other Source-separated Streams:** Any of the materials listed under single stream recycling, recycled separately from other materials (Examples: cardboard, office paper, etc.)
- **Construction & Demolition (C&D) Debris:** Drywall, wood, brick, block, stone, asphalt, rubble, carpet and padding, ceiling tiles, metals, etc.
- **Food Waste:** Food scraps
- **Yard and Leaf Waste:** Leaves, lawn clippings, plant and tree debris, etc.
- **Polystyrene (Styrofoam™):** Packaging material, packing peanuts, egg cartons, trays, food containers, etc.
- **Plastic Bags:** Plastic trash bags
- **Wood:** Pallets, crates, and other scrap wood
- **Metal:** Scrap metal (ferrous and/or nonferrous metals)
- **Shredded Paper**

Materials Recommended for Donations

Clothing Donations: Clothing that is not City property, such as clothing left behind at a facility by the public

Edible, Unopened Packaged Food Donations

Materials That Require Approval from Procurement for Recycling or Donation

For certain materials, municipal facilities must seek approval and arrange recycling or special disposal with a City-contracted company. For other materials, it is not necessary to seek approval before recycling or donating.

Approval Required

- Electronic Waste
- Used Motor Oil
- Hazardous Waste
- Medical Waste
- Metal
- Obsolete Equipment
- Surplus Equipment

Approval Not Required

- Universal Waste
- Waste Cooking Oil
- Construction & Demolition (C&D) Debris
- Food Waste
- Yard and Leaf Waste
- Plastic Bags
- Wood
- Shredded Paper
- Polystyrene (Styrofoam™)
- Clothing (Donations)
- Edible, Unopened Packaged Food (Donations)

See page 42 of this guide for information on arranging recycling or donations for these materials.

Reporting Requirements & Compliance

How to Comply with the City's Requirements

Complying with the City's waste audit requirements is easy. Just follow this simple compliance checklist:

☐ **Fill Out Municipal Building Waste Audit Form**

File the official Building Waste Audit form with the City of Philadelphia. Visit CleanPHL.org/WasteAudit and click the "Go to Waste Audit Form" button to easily submit your form online. Note: The form must be submitted once per year by December 31.

☐ **Publicly Post Form**

Print and publicly post your form in a prominent location. A good location is next to your other City of Philadelphia licenses. Print the PDF of your form that is attached to the confirmation email you receive upon submitting your form.

For help requests, email Waste.Audit@phila.gov.

□ Distribute Copies of Form to Employees

Distribute copies of your facility's completed form to employees so that they are aware of the facility'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. See pages 33-35 to learn how to purchase new bins for your building and for information on bin placement and proper recycling.

□ 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.

For help requests, email Waste.Audit@phila.gov.

SWEEP Inspections

SWEEP (the Streets and Walkways Enforcement and Education Program) is a City-run program that ensures the enforcement of the recycling and sanitation code. In addition to inspections of residential curbside setouts, SWEEP officers visit municipal and commercial properties to check proper recycling techniques. Having your waste audit form posted in a prominent area will expedite your visit from SWEEP. All municipal facilities should post the waste audit form on the premises. To learn what SWEEP checks for during inspections, view SWEEP's Recycling Report Card in the Appendix.

Filling Out the Waste Audit Form

Filing your Municipal Building Waste Audit form is a simple and straight-forward process. Visit CleanPHL.org/WasteAudit and click the "Go to Waste Audit Form" button to submit your form digitally.

1. Determine Who Will Track Your Facility's Waste and File the Waste Audit Form

The first step in the waste audit reporting process is to identify a staff member to gather the information necessary to file the waste audit form. For single-occupancy buildings (one department per building) the

For help requests, email Waste.Audit@phila.gov.

Waste Ambassador or another staff member identified by the building supervisor is responsible for reporting and filing the waste audit form. For buildings with multiple floors (different departments on each floor), a Waste Ambassador designated by Public Property will collect information from each separate floor and compile that information to complete the waste audit form for the entire building. See page 29 for information about identifying and training Waste Ambassadors.

2. Collect the Information Needed to File the Waste Audit Form

You will need the following information to file your Municipal Building Waste Audit Form:

- Basic property information (facility name, address, property type)
- List of the types of materials your facility generates
- The names of the hauling companies servicing your facility

3. Complete the Waste Audit Form

Once you have gathered the necessary information, you can complete and submit your form digitally.

All municipal buildings are required to complete a Municipal Building Waste Audit Form on an annual basis. The form involves providing basic information about your facility, contact information, the types of materials your building generates, and the names of the hauling companies servicing your building for materials that are required by municipal and/or state law to be recycled or specially disposed of. You must name your facility's hauling company for those of the following materials your facility generates:

- Solid Waste (Trash)
- Single Stream Recycling
- Electronic Waste
- Waste Cooking Oil
- Used Motor Oil
- Universal Waste
- Hazardous Waste
- Medical Waste
- Construction and Demolition Debris
- Other Source-separated Streams

For help requests, email Waste.Audit@phila.gov.

For most municipal facilities, the Streets Department provides collection of trash and single stream recycling. Some facilities, including those at which City agencies are operating in privately-leased space, may contract with a private company for trash/recyclables collection. If you are unsure of what materials your facility separates for recycling, ask your facility manager or hauler.

Optional Zero Waste Reporting

This Zero Waste Reporting Form gives you the option to take an extra step to pursue Zero Waste at your facility. It is designed to help you determine how much waste your facility generates to more easily understand opportunities for recycling and waste diversion. By completing this optional monthly reporting, you can develop a better idea of the composition of your property's waste stream and determine your facility's current waste diversion rate — the amount of waste being diverted from landfills through practices like recycling, composting, and reuse.

Why Should I Pursue Zero Waste and Report on my Facility's Waste Diversion Practices?



Conserve energy and
natural resources



Lower the City's waste
disposal costs



Reduce pollution

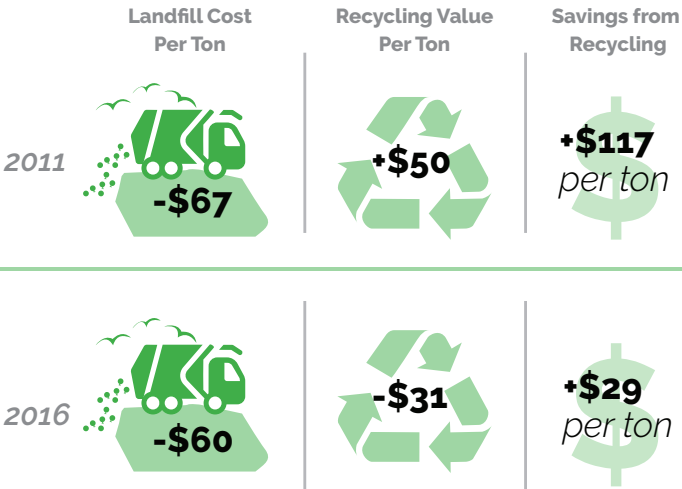


Engage employees in
Philadelphia's Zero Waste
movement



Help the City pilot the
Zero Waste Building
Partners Program and
have your facility
recognized as a Zero
Waste Partner

Cost Savings from Recycling



The value of recycling in Philadelphia fluctuates as the market for raw materials changes. At the height of the market in 2011, the City of Philadelphia earned more than \$50 per ton because the materials collected curbside were valuable in resale markets. This market has declined considerably in the past few years, and we paid \$31 per ton for recycling in 2016. However, this fee is still lower than the cost to send waste to landfills.

Buildings that implement Zero Waste practices into their waste management operations, as documented through the online reporting system, and take designated actions to minimize their waste can be recognized as Zero Waste Partners. Learn more about the benefits of becoming a Zero Waste Building Partner and how to take part on page 52 of this guide.

To become or maintain status as a Zero Waste Partner, you must submit the Zero Waste Reporting Form monthly. Submit your form for a particular month by the last day of the following month. (For example, submit your form for December by January 31.)

In the Zero Waste Reporting Form, you will be asked to enter the following information:

- The reporting month — what month are you submitting information for?
- The name of the recycling company or donation entity used for any of the following materials your facility generates:
 - Food Waste
 - Yard and Leaf Waste
 - Polystyrene (Styrofoam™)
 - Plastic Bags
 - Wood
 - Metal
 - Clothing
 - Edible, Unopened Packaged Food
 - Any Other Source-Separated Streams
- The weight of each material your facility generates monthly (for applicable materials) to estimate your facility's monthly waste diversion rate

For help requests, email Waste.Audit@phila.gov.

For City agencies in privately-leased space: You should have your facility's monthly trash and recycling service invoices on hand, if available. Facilities serviced by the Streets Department do not receive monthly trash and recycling invoices and will need to use our Building Waste Generation Calculator Tool to complete the optional Zero Waste section of the reporting form.

Use the **Building Waste Generation Calculator Tool** (Microsoft Excel file) to estimate the weight of material your facility generates monthly using information about your current levels of collection service. Follow the instructions in the calculator tool to fill out the form. In order to use the calculator tool, you will need the following information:

- Which materials your facility recycles or donates
- The volume of the collection container (dumpster, recycling bin, etc.) used for each material (in cubic yards or gallons)
- The number of times each material is picked up from your facility per month
- The number of containers used per pickup

Philadelphia Waste Generation Calculator Tool

Enter information about your collection service to estimate your facility's monthly materials generation. If you need help as you complete the form, click on the column heading that you have questions about, and you will be directed to more information.

Waste Generation Calculator Tool

[HELP](#)

Average Monthly Materials Generation Estimate

[View conversion factors list.](#)

Material Collected	# of Containers per Collection	Collection Frequency (# of Pickups Per Month)	Volume of Collection Container	Collection Container Units	Tons Collected per Month
Select Drop-down	Input Info	Input Info	Input Info	Select Drop-down	Calculation
Solid Waste (Trash)	1	8	8	cubic yards	8.800
Hazardous Waste	1	4	55	gallons	0.216
Single-Stream Recycling	1	4	8	cubic yards	1.792
Food Waste	1	8	55	gallons	0.505
Polystyrene (Styrofoam)	1	4	2	cubic yards	0.040
Construction & Demolition Debris	1	1	8	cubic yards	3.608

ESTIMATING BY INDIVIDUAL ITEMS

If you would like to estimate your weight of **electronic waste**, **universal waste**, or **wood** by individual items, use the matrix to the right.

The following materials are included:

Electronic Waste: Desktop Computers, Laptop Computers, Computer Monitors, Televisions

Universal Waste: Fluorescent Bulbs

Wood: Pallets

Material Collected	Number of Items Collected per Month	Tons Collected per Month
Select Drop-down	Input Info	Calculation
Desktop Computer	9	0.122
Computer Monitor	15	0.221
Laptop Computer	10	0.049
Wood Pallet	25	0.500

Download the Building Waste Generation Calculator Tool:

Visit the "Downloads" section at CleanPHL.org/WasteAudit to download the calculator tool.

You may wish to use the designated space in the calculator tool (the "Waste Log" tab) for tracking your facility's monthly waste generation and pickups before using the tool.

$$\text{Waste Diversion Rate} = \frac{\text{Weight Diverted}}{\text{Weight of Trash} + \text{Weight Diverted}} \times 100$$

How is My Facility's Waste Diversion Rate Calculated?

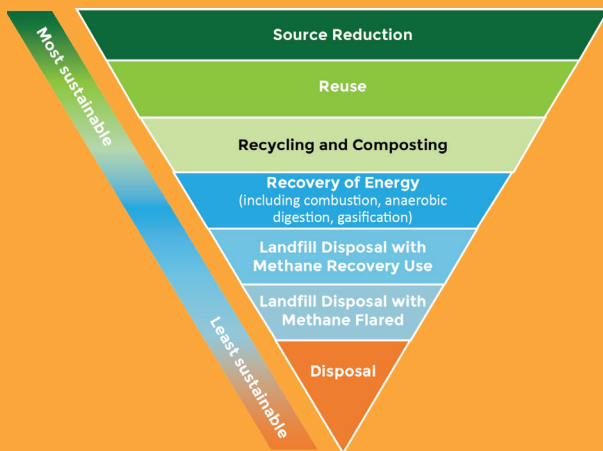
Your facility's waste diversion rate will be calculated automatically at the bottom of the waste audit form before you submit it, based on the values you enter into the form. Waste diversion rate is defined as the amount of waste diverted away from landfills and conventional incinerators through practices like recycling and donations. Waste diversion rate is calculated by dividing the weight of material diverted by the overall weight of material generated and multiplying by 100.

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

After completing the Municipal Building Waste Audit form and using it to identify your facility'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 or donation?
- 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 products?
- Can I make changes to my facility's recycling program to make it more effective?

Waste Management Hierarchy



The 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 at their facilities.

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

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 municipal facilities can make in their operations to reduce the amount of waste they generate and improve their sustainability, such as:

- **Paper**
 - 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.
- **Packaging and Shipping**
 - Use lightweight packaging.
 - Send used cardboard boxes and other materials back to original distributors.
- **Buy recycled toner cartridges and take used cartridges to be recycled.**
 - Most large office supply and electronics stores accept used ink cartridges for recycling.



- Buy high-quality office equipment in order to reduce e-waste.
- Start a food waste collection program.
 - Establish a system for collecting food waste with compost-only bins in high food waste areas like kitchens or break rooms. Contact Waste.Audit@phila.gov for support on how to set up a food waste collection program at your facility.
- Start a yard and leaf waste collection program.
 - Establish a system for collecting yard and leaf waste from your facility's grounds and transporting it to the Fairmount Park Organics Recycling Center. Find more information about the Fairmount Park Organics Recycling Center on page 46.

Reuse More

After determining whether any materials in your facility's 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:

- Packaging and Shipping
 - Use reusable packaging for shipping to other locations.
 - Shred used paper to use as packing material.
- Provide reusable cups, mugs, and utensils in kitchen and break areas instead of single-use ones.
- Encourage employees to bring their lunches and beverages to work in reusable containers and to say no to plastic bags, which cannot be recycled single stream.
- Invest in rechargeable batteries and battery chargers for regular electronics.
- Reuse common office items like old binders, folders, pens, rubber bands, etc.
- Reuse furniture instead of buying it new. Contact Procurement at disposals@phila.gov to ask if there is furniture available from another City facility or department.

Identify and Train “Waste Ambassadors”

Management can't be everywhere at all times, so identify a “Waste Ambassador” — a recycling and waste minimization champion who can fill out the waste audit form, answer questions, and make sure recycling is happening properly. These ambassadors can also help identify problems with your current recycling system and find ways to improve your program. Ultimately, recycling and waste minimization is everyone's job, but it's helpful to have designated leaders who are accountable for making sure it happens properly.

A Waste Ambassador's role is to act as a building or individual floor's point person for recycling and waste minimization and encourage all employees to participate. For facilities with multiple floors, it is recommended that one Waste Ambassador is identified for each floor. Smaller facilities should identify a single Waste Ambassador for the entire facility.

Quick Guide to Zero Waste Office Parties and Events

Stopping Food Waste Before It Starts

- **RSVP.** Ask guests to confirm their attendance to get an accurate headcount. RSVPs can also request notification of guests' diet restrictions to assist food planning. Asking guests to sign up for their food options from the menu before the event can eliminate over-purchasing of food.
- **Don't overbuy.** Work with a caterer and your own instincts to purchase the right amount of food. Assess how much the average attendee is likely to eat given the type of event, time of day, and setting.
- **Scale back choices.** Save money and prevent waste by offering a few great food options rather than a broad spread. Two entrees, three sides, or three to five appetizers provide plenty of choice for a small event.
- **Get small.** Sometimes it's not your eyes that are bigger than your stomach, it's your plate. Small plates and cups help guests pace their eating and drinking and minimize unconsumed food or beverages left behind.
- **Re-evaluate dessert.** Nearly every office event includes dessert even though desserts often go uneaten. Request smaller platters or portion sizes to satisfy the office sweet tooth without a glut of uneaten cookies or brownies.

Waste-free Serviceware

- **Offer reusable serviceware.** Provide reusable plates, cups, and flatware in your office kitchen, or request staff supply their own for internal meetings or events.
- **Purchase compostable and/or recyclable plates, cups, and flatware,** and request compostable and recyclable serviceware be added to the City-wide paper goods bid.
- **Limit cup, plate, and bowl selections to smaller options,** which contribute less bulk to non-food waste while helping guests take only the food they will eat.
- **For beverages, opt for pitchers of water instead of bottled water, and carafes of coffee or tea instead of K-cups.** Large reusable beverage containers eliminate plastic waste and allow guests to take as much or as little of a beverage as they desire.
- **Avoid single-pack food items.** For coffee, avoid using single-packet sugar and creamer, and replace coffee stirrers with organic, compostable alternatives. Provide reusable or bulk condiments instead of single-pack, as long as adequate refrigeration is available for bulk condiments.

Managing Food and Event Waste

- **Prepare to donate excess food before the party.**
Download the Food Connect app and become familiar with how to enter your donation information. Once you enter your donation size and type, Food Connect will arrange donation pickup and delivery to a shelter or emergency meal site.
- **Inquire if a one-time pickup is possible from a local composting service.** If a service can pick up office compost, ask for clear instructions about what can be composted and how it must be packaged for pickup. Find a local composting service by visiting the "Downloads" section at CleanPHL.org/WasteAudit.
- **Make composting and recycling easy.** Clearly label compost and recycling containers and make them available near food tables, by doors, and in other key locations. Make sure to clearly label which food or products should be disposed of in each container type.
- **Ask your caterer if party platters are returnable.** Many caterers will accept returned party platters and will reuse them again.
- **Decorations are not always necessary.** If you do choose to decorate, opt for reusable decorations and agree on an in-office storage location to keep decorations when not in use.



Be sure to pair each trash container with a recycling bin.

Establishing or Strengthening Your Facility's Single Stream Recycling Program

Ensuring that your facility has a strong single stream recycling program and a high level of participation is an effective way to minimize waste. In Philadelphia's municipal buildings, collection of recyclables starts with the employee. The foundation of a strong recycling program is the provision of suitable recycling bins. Recycling bins make participation convenient and remind employees that the program is up and running. The best recycling programs pair each trash container with a recycling container.

Identify Areas That Need Recycling Bins

Conduct a building walk-through to identify where new recycling bins should be placed throughout the building. Be sure to indicate high-traffic areas that require additional bins. Remember to pair a recycling bin with each trash container.

For recycling-related questions and technical assistance, contact the Recycling Office at 215-686-5444 or government.recycling@phila.gov.

Recycling Bin Placement

Select recycling bins based on their intended use. Place larger containers near copiers, printing stations, and other places where large amounts of paper are generated. Larger recycling bins are also appropriate wherever food is prepared or consumed. Canteens, cafeterias, and kitchenettes generate large quantities of glass, plastic, aluminum, and steel containers. There are numerous types and styles of large recycling containers for these common areas. Wherever possible, avoid using unnecessary desk-side bins and place bins in centralized areas. In most situations, recycling bins do not require plastic bag liners, and recyclables should always be collected loose.

Trash Bin Placement

Trash bins should always be paired with recycling bins where possible. In most situations, trash bins do not require plastic bag liners. If food waste needs to be disposed, identify one designated area that will have a plastic bag-lined trash bin for trash mixed with food waste. This will also help reduce pest and rodent issues at your facility.

How Do I Purchase New Recycling Bins for My Facility?

To purchase new recycling bins for your facility, talk to your department's procurement or finance staff. City agencies can purchase recycling bins through the following contracts.

City-wide Contracts Through Procurement

For blue plastic desk-side recycling bins:

City-wide contract #A4-0227 (BP15523), commodity code 31650-269-028-00

For blue and green "slim jim" recycling cans:

City-wide contract #140224 (BP14621), commodity codes 31650-131-902 and 31650-131-902-00

For lids for the above items:

swing lid: Commodity code 31650-269-099 and bottle/can lid: commodity code 31650-269-100

For green plastic desk-side recycling bins:

Commodity code 31650-131-903

For plastic bins from 6-32 gallons:

City-wide contract #17-0086 (BP15392) - (DOES NOT include 22 gallon bins) - check with vendor prior to order for minimum quantities

Types of Recycling Bins

28 ½ Quart Bin
Offices and
work stations



22 Gallon Bin
Copy rooms and
near printers



23 Gallon Bin
Copy rooms, lunch/
break rooms, and
centralized areas



32 Gallon Bin
Parks, recreation
centers, and
public spaces



Streets Department Contracts

Note: Departments other than Streets need to do a purchase order or inter-agency transfer in order to utilize the below contracts. Check with the vendor prior to order for minimum quantities.

For 22 gallon bins with RFID Tags:

Departmental contract
#170642 (BP15610) - check
with vendor prior to order
for minimum quantities

For 22 gallon bin lids:

Departmental contract
#170668 (BP15620) - check
with vendor prior to order
for minimum quantities

For 22 gallon bins - no tag:

Departmental contract
#170668 (BP15620) - check
with vendor prior to order
for minimum quantities

Your regular office supply vendor also likely stocks recycling bins, and many hardware and home supply stores sell an array of bins and labels for office use. Alternatively, you can convert a bin that you already have into a recycling bin using labels that are available for free while supplies last. Contact Waste.Audit@phila.gov to request recycling bin labels.

Signage, Education, and Outreach

Make sure staff know what to recycle, where to recycle, and how to recycle. It's best to do this in-person with visuals of actual recycling and trash items. And remember, everyone could use a little friendly reminder from time to time. Hold periodic "refresher" meetings so that people continue to recycle properly.

- **Use signs.**

A picture is worth a thousand words when it comes to recycling. Make sure signage with visuals of acceptable materials appears 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 letting them know which bin to use. Recycling signs are available for download in the "Downloads" section at CleanPHL.org/WasteAudit.

For recycling-related questions and technical assistance, contact the Recycling Office at 215-686-5444 or government.recycling@phila.gov.

- **Communicate constantly.**

Constant communication between facility management, haulers, and custodial staff helps ensure that your recycling program will continue to run smoothly. Let staff 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 recycling process.

Communicating recycling and waste minimization programs and engaging building staff is crucial to making the programs successful. Use the following methods to communicate recycling and waste minimization efforts with staff:

- Present the waste audit form and recycling information at a meeting.
- Include the waste audit form and recycling information in a departmental memo or newsletter.
- Include Waste Ambassadors' contact information on communications about the program so that employees know who to contact with questions.

- **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?

Recycling for City Agencies Leasing Space in Private Buildings

If your agency leases 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 a 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 the Commercial Recycling webpage for information on recycling programs or contact the Recycling Office for help on getting one started. The Commercial Recycling webpage can be [accessed here.](#)

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 varies among facilities. 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 not sure which applies to your facility.

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 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 facility 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 intermediate 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 single sweeps through a building.

For recycling-related questions and technical assistance, contact the Recycling Office at 215-686-5444 or government.recycling@phila.gov.

Collection from Buildings

The third stage of a successful office recycling program is separate collection from the building by a licensed recycling hauler. Managers of municipal offices in leased space can skip this step if the collection contract is managed by the building owner or property manager. However, be vigilant of inadequate separation at the point of collection! Private buildings that lack separate recycling collection are in violation of City ordinance and should be reported to the Recycling Office.

In buildings owned by the City of Philadelphia, collection methods vary. In large City buildings, recyclable materials are collected in dumpsters or from loading docks.

Smaller facilities such as recreation centers, police district headquarters, fire houses, and neighborhood library branches can be part of the Streets Department's residential collection routes. Sanitation crews collect recyclables placed at the curb in a plastic or metal container with a volume of 32 gallons or less as long as it is labeled RECYCLING. Contact the Recycling Office to set up service before putting your facility's recyclables out curbside.

Managers of City facilities requiring collection more than once per week or using dumpster or roll-out carts instead of curbside recycling bins need to arrange for collections by a solid waste and recycling company. If you need to add recycling service to an existing

private contract, check with your facility's current solid waste hauler as they should be able to provide recycling services too. You may wish to have your existing hauler work with you as you develop a recycling plan. Your hauler may also be able to set up the in-house collection component of your program.

By adding recycling, you'll proportionately decrease the amount of trash that needs to be collected. Recycling collections usually cost less than garbage collections, and you may be able to offset any added costs by reducing either your garbage collection frequency or the size or number of your facility's dumpsters.

Public Space Recycling Best Practices

Recycling programs in public areas are often the most difficult to manage, but with proper signage, including pictures of the recyclables that are designated, recycling in public spaces is well within reach. To ensure that materials are sorted properly, follow these public space recycling tips:

- Place recycling 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 recycling bins is available for download at [CleanPHL.org/Waste Audit](#) in the "Downloads" section.

- Keep plastic bags and Styrofoam™ containers out of recycling bins. These contaminants reduce the value of recovered materials. You reduce contamination by using bin labels, signage, and email updates to communicate about the program.
- Food and beverage containers should be emptied and rinsed before being placed into recycling bins. Signage in kitchen and lunchroom areas can help to inform and remind employees of proper recycling practices.



Divert Additional Materials (Through Recycling, Donations, and Reuse)

Municipal facilities generate many materials beyond those which are recyclable through the City's single stream recycling program, some of which can be recovered through recycling, donations, and reuse. Some of the most common of these materials are listed here, along with recycling/donation options and protocols. All City disposal forms are located on citynet.phila.gov. Click the "Procurement Application" link in the "Quicklinks" section to access these forms.

Electronic Waste

- Send a completed e-waste disposal form to ithelp@phila.gov.
- The OIT Asset Management Unit will lead you through the e-waste recycling process.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of electronic waste recyclers in Philadelphia.
- Electronic waste materials that are not City assets (such as electronics left behind at facilities by the public) are accepted at the Streets Department's six Sanitation Convenience Centers. See the Appendix for a list of locations.

Used Motor Oil

- Complete a disposal form and send to disposals@phila.gov.
- The Inventory Control Unit will send you an "Authorization to Dispose" form that will contain instructions on how to recycle your oil.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of used motor oil recyclers in Philadelphia.

Waste Cooking Oil

The City is working to set up a contract for Waste Cooking Oil recycling. Please contact Waste.Audit@phila.gov for more information.

Universal Waste

- Contact the Procurement Office at disposals@phila.gov if your facility regularly generates universal waste material that you are looking to recycle.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of universal waste recyclers in Philadelphia.

Hazardous Waste

- Contact the Procurement Office at disposals@phila.gov if your facility regularly generates hazardous waste material that you are looking to specially dispose of.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of hazardous waste haulers in Philadelphia.

Medical Waste

- Some municipal facilities may be looking to properly dispose of medical waste not generated by facility operations but found on their properties, such as hypodermic needles.

- To dispose of such medical waste, complete a disposal form and send to disposals@phila.gov.
- The Inventory Control Unit will send you an "Authorization to Dispose" form that will contain instructions on how to dispose of the waste.
- For facilities with the ability to create outside contracts that generate medical waste through their operations regularly, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of medical waste haulers in Philadelphia.

Construction & Demolition (C&D) Debris

- The City is in the process of creating a contract for the recycling of C&D debris. Contact Waste.Audit@phila.gov for updated information. For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of C&D debris recyclers in Philadelphia.

Food Waste

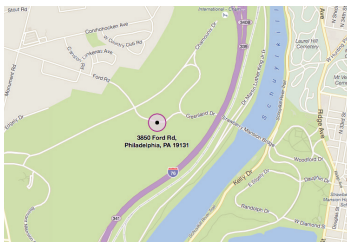
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and

Donation Options" link in the "Downloads" section for a list of food waste recyclers in Philadelphia.

- Contact Waste.Audit@phila.gov if you are interested in speaking about the possibility of setting up a small-scale composting system and establish a compost collection program at your facility.

Yard and Leaf Waste

- Municipal facilities can take yard and leaf waste to the Fairmount Park Organics Recycling Center for recycling.



Fairmount Park Organics Recycling Center

3850 Ford Rd.
Philadelphia, PA 19131
215-685-0108

Hours of Operation:

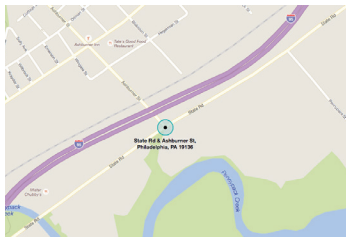
Monday - Friday
7:30 a.m. - 3:00 p.m.
Saturday: 7:30 a.m. - 11:30 a.m.
(April - October)

- For facilities with the ability to create outside contracts, visit [CleanPHL.org/WasteAudit](https://www.CleanPHL.org/WasteAudit) and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the

"Downloads" section for a list of yard and leaf waste recyclers in Philadelphia.

Polystyrene (Styrofoam™)

- Municipal facilities can take polystyrene to the Streets Department's Northeast Philadelphia Sanitation Convenience Center for recycling. Note: Packing peanuts are not accepted at this location.



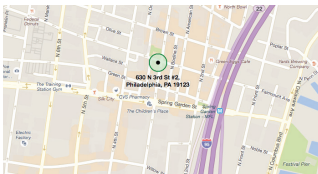
Northeast Philadelphia Sanitation Convenience Center

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

Hours of Operation:

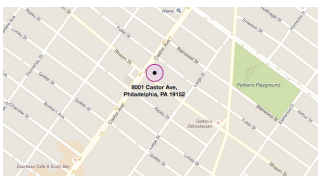
Monday-Saturday
6:00 a.m. - 8:00 p.m.

For Packing Peanuts:



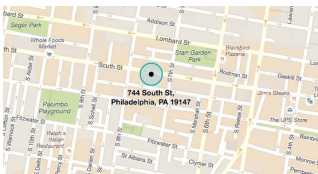
Northern Liberties Mailbox Store

630 N. 3rd St.
Philadelphia, PA 19123
215-627-6215



Philadelphia Mailroom

8001 Castor Ave.
Philadelphia, PA 19152-2701
215-745-1100
philadelphiailroom.com



South Street Business Center

744 South St.
Philadelphia, PA 19147
215-592-8000
southstreetbusinesscenters.com

- Certain UPS locations accept packing peanuts for recycling (ups.com).
- For more information on where to recycle polystyrene, visit the Alliance of Foam Packaging Recyclers website at epspacking.org or the Plastic Loose Fill Council website at loosefillpackaging.com.

Plastic Bags

- Plastic bags can be recycled at many grocery and drugstore locations throughout Philadelphia. View a list of plastic bag recycling locations at Plasticfilmrecycling.org.

Wood

- **Wood Scraps (pallets, spools, etc.):** Municipal facilities can recycle scrap wood through services that provide free pickup or accept free drop-offs.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of wood recyclers in Philadelphia.

• Wooden Furniture:

Furniture made of wood requires authorization before recycling/disposal. For wooden furniture:

- Complete a disposal form and send to disposals@phila.gov.
- Inventory Control will attempt to find another department that can use the Item(s).
- If no other department is in need of equipment, Inventory Control will issue an authorization to dispose of the item(s).

Metal

- Complete a disposal form and send to disposals@phila.gov.
- Inventory Control will send an "Authorization to Dispose" form along with instructions on where to take the scrap.

- When the item is scrapped, a weight slip must be returned to disposals@phila.gov.
- For facilities with the ability to create outside contracts, visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of metal recyclers in Philadelphia.

Paper Shredding & Recycling

- The City of Philadelphia has a contract with Newman & Company, Inc. for confidential document shredding and recycling. City departments can arrange to have confidential documents shredded by contacting Newman & Company directly at 215-333-8700 X 1271

or jamie.fleishman@newmanpaperboard.inc.

Obsolete Equipment

- Complete a disposal form and send to disposals@phila.gov.
- The Inventory Control Unit will send you an "Authorization to Dispose" form that will contain instructions on where to dispose of/ recycle your item(s).

Surplus Equipment

- Complete a disposal form and send to disposals@phila.gov.
- Inventory Control will attempt to find another department who can use the item(s).
- If no other department is in need of the item(s), Inventory Control may list the item(s) for auction on Municibid.com.

- If the item does not sell or if Procurement makes the determination that it is not worth selling, Procurement will issue an authorization to dispose of the item.

Clothing (Donations)

- Visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the

"Downloads" section for a list of clothing donation locations.

- **Edible, Unopened Packaged Food (Donations)**
- Visit CleanPHL.org/WasteAudit and click the "Philadelphia Disposal, Recycling, and Donation Options" link in the "Downloads" section for a list of Philadelphia food donation entities.

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 another City department. If another department cannot use the items or materials, they may be able to be sold on Municibid.com. If you are unsure whether an item could be reused or sold, contact the Procurement Office at 215-686-4791 or disposals@phila.gov, and a procurement staff member may be able to provide you with more information or visit your facility to do an assessment.

Food Donation Guidelines

The City of Philadelphia encourages food donations to reduce food waste, feed people, and support our local communities. Please follow these food donation guidelines:

What to Donate

- Unopened packaged and canned food
- Fruit and vegetables that have a natural casing (like bananas, oranges, 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



Available City Resources

Managing successful recycling and waste minimization programs at your facility isn't hard, but it requires a sustained effort. The Recycling Office and Zero Waste and Litter team are available to help. City agencies have access to support from Recycling Office and Zero Waste and Litter staff as well as to trainings on managing recycling programs and minimizing waste at their facilities.

Becoming a Zero Waste Partner

Take action to join the Zero Waste movement and help us make Philadelphia a cleaner, greener, more sustainable city. City departments that volunteer to help pilot the Zero Waste reporting process and pursue Zero Waste at their facilities through the optional Zero Waste reporting and other designated actions will be recognized for their efforts through the Zero Waste Building Partners Program. Facilities will be able to achieve different levels of recognition within the Partners Program based on their waste diversion rates and the completion of designated waste reduction and diversion actions. The Partners Program is currently in development, and incentives

for participation and rewards for achieving different recognition levels will soon be available to City facilities that choose to participate in the program. For more information, contact Waste.Audit@phila.gov.

Support and Materials

Waste Audit Support

With questions about the waste audit reporting process, support with troubleshooting waste management issues at your facility, or information about trainings, contact the waste audit support team at Waste.Audit@phila.gov.

Recycling Support

For recycling-related questions and technical assistance, contact the Recycling Office at 215-686-5444 or government.recycling@phila.gov.

Recycling Signage

Visit the “Downloads” section at CleanPHL.org/WasteAudit to download recycling signage that you can print and hang at your facility.

FAQ

How do I file my Municipal Building Waste Audit form with the City of Philadelphia?

Visit CleanPHL.org/WasteAudit and click the "Go to Waste Audit Form" button to easily submit your form online.

How frequently must I submit a Municipal Building Waste Audit form?

MANDATORY: Each municipal facility in Philadelphia must submit a Municipal Building Waste Audit form once per year by December 31.

OPTIONAL: If you are looking to become or maintain status as a Zero Waste Partner, you must submit the Zero Waste Reporting Form monthly. Submit your form for a particular month by the last day of the following month. (For example, submit your form for December by January 31.)

How do I print my waste audit form?

Print the PDF attached to the confirmation sent to your email address after submitting your form.

Where should I hang my waste audit form?

Your waste audit form should be posted in a prominent area. A good location is next to your other City of Philadelphia licenses.

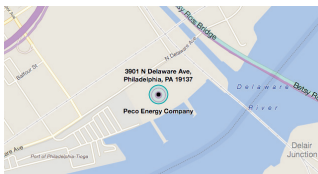
APPENDIX

Philadelphia Streets Department Sanitation Convenience Centers

The Streets Department's six Sanitation Convenience Centers are free and open to the public. Municipal facilities can bring the following types of materials to the Sanitation Convenience Centers:

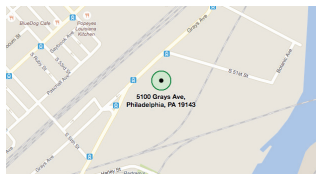
- Automotive tires, limited to four per day
- Bulk items, large metal household items/appliances or items containing refrigerants, limited to two a day
- Christmas trees
- Collectible rubbish, up to six receptacles (or 12 bags)
- E-waste, including computers, monitors, televisions, and other computer-related equipment (Only e-waste materials that are not City assets can be brought to the Sanitation Convenience Centers. City electronic assets must be recycled through the City-wide contract).
- 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
- Mattresses and box springs, unwrapped
- Recyclable materials, as part of the City's Recycling Program
- Yard waste, accepted for recycling on Saturdays, and must be free of contamination and contained in paper bags only

Sanitation Convenience Center Locations



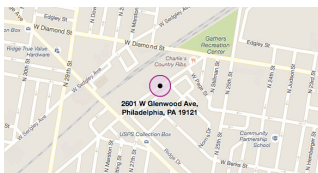
Port Richmond

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



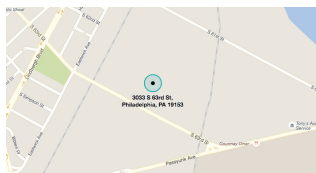
**West Philadelphia

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



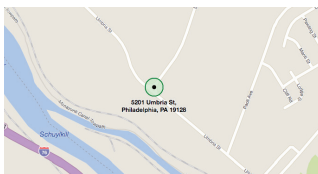
Strawberry Mansion

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



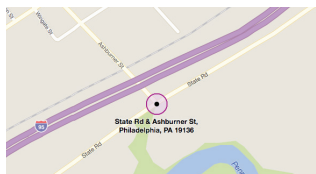
Southwest Philadelphia

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

SWEEP Recycling Report Card

City of Philadelphia Municipal Buildings: Recycling Report Card



Department: _____

Building Address: _____

Agency: _____

Estimated # of Employees: _____

Agency Contact: _____

Inspection Date: _____

Start Time: _____

YES/NO

RECYCLING CONTAINERS

Are recycling containers accessible and clearly marked? _____

Are recycling containers available along with trash receptacles? _____

Are recycling containers available in common areas? _____

Are employees placing materials in the proper containers? _____

WASTE AUDIT REPORTING AND RECYCLING INFORMATION

Is the completed waste audit reporting form posted publicly? _____

Are employees educated regarding the building's proper recycling practices? _____

COLLECTION

Are the recyclables collected separately from the waste in the building? _____

Are the recyclables stored properly to ensure diversion from the waste stream? _____

Do the recyclables appear to be contaminated with trash (food items, coffee cups, etc.)? _____

COMMENTS

Overall Inspection
Grade (A to F): _____

Next Visit: _____

Philadelphia Streets Department
Streets and Walkways Education and Enforcement Program (SWEEP)

Website Resources



Philadelphia Zero Waste and Litter Cabinet

cleanphl.org/zerowaste

The Zero Waste and Litter Cabinet is an interdepartmental effort to continually reduce the waste entering landfills and conventional incinerators, combat litter, and enhance the cleanliness of streets and public spaces. Composed of major City departments and agencies, City Council representatives, community stakeholders, and chaired by the Managing Director's Office, the Cabinet has subcommittees focusing on five target areas to make Philadelphia a less littered, Zero Waste city. Visit this website to learn more about the City's Zero Waste efforts.



Philadelphia Recycling Office [philadelphiastreet.com/ recycling](http://philadelphiastreet.com/recycling)

Visit the Philadelphia Streets Department's Recycling Office website for information on how to recycle in Philadelphia.



Philadelphia Office of Sustainability phila.gov/green

The Philadelphia Office of Sustainability (OOS) works with partners around the city

to improve quality of life in all Philadelphia neighborhoods, reduce the city's carbon emissions, and prepare Philadelphia for a hotter, wetter future.



Keep Philadelphia Beautiful **keepphiladelphiabeautiful.org**

Keep Philadelphia Beautiful is an independent nonprofit organization dedicated to engaging individuals to take greater responsibility for improving their community environments by providing resources, education, assistance, and promotion. Keep Philadelphia Beautiful is focused on litter prevention, recycling education and promotion, and waste reduction.



Professional Recyclers of Pennsylvania **proprecycles.org**

The Professional Recyclers of Pennsylvania (PROP) is the Commonwealth's primary resource for recycling education and advocacy. PROP is made up of recycling professionals dedicated to promoting and enhancing public and private recycling programs throughout Pennsylvania.

ZERO STARTS WITH ONE

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

[**cleanphl.org/zerowaste**](https://cleanphl.org/zerowaste)