

WASTE REDUCTION MANUAL

For Solid Waste Planning For Local Governments

Washington State Department of Ecology

Solid Waste Services Program

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WASTE REDUCTION MANUAL

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INTRODUCTION

Purpose of Manual

Waste reduction is the top priority of Washington's solid waste management hierarchy. This Manual outlines six tools that will be helpful for implementing a waste reduction program: education, procurement policies, policy initiatives and actions, financial incentives and disincentives, publicity and public relations, and community and volunteer activities.

A compilation of successfully implemented programs in Washington and around the nation are attached as a reference sourcebook in designing county- and city-specific waste reduction programs. For more information and assistance on waste reduction efforts, contact the Ecology staff in the regional office serving your county. Contact numbers are listed in Appendix D.

What is Waste Reduction?

The Solid Waste Management Act (RCW 70.95) defines **waste reduction** as reducing the amount or toxicity of waste generated, or reusing materials.

Ecology's Solid Waste Services Program "working definition" of **waste reduction** is an on-site process or activity which reduces the amount or toxicity of waste generated. The net result is a reduction in the amount of waste (in terms of volume or weight) which would otherwise enter the municipal waste stream. **Waste reduction is also known as "source reduction" and "waste prevention."**

Prevention, reuse, and on-site recycling are all forms of waste reduction. **Prevention** refers to the avoidance of waste generation, which may include designing products to increase product longevity or repairability, decreasing the amount of material used in a product or its packaging, retooling a manufacturing process to generate less waste, or simply printing on both sides of a piece of paper.

Reuse means to use a product in its original form more than one time. Examples include refilling glass bottles, reusing durable utensils, or purchasing repaired appliances rather than buying new. While hazardous waste statutes (RCW 70.95C) place reuse in the category of recycling, solid waste statutes do not. The Solid Waste Management Act (RCW 70.95) places reuse in the category of waste reduction.

On-site recycling is considered waste reduction because the material never enters the waste management system. Examples include using millbroke (recyclable wood waste material) in the production of paper products, and composting food and yard wastes at the locations where they are generated.

Recycling is not reuse. Recycling means transforming or remanufacturing waste materials into usable or marketable materials for use other than landfill disposal or incineration (RCW 70.95). Recycling programs are broad and diverse, such as melting aluminum cans in the process of producing new cans; refining used motor oil; shredding scrap tires into playground equipment, floor tiles and protective padding; or turning plastics into carpet, yarn, and lumber.

Comparison of Waste Reduction and Recycling

The primary distinction between "waste reduction" and "recycling" is the entry of materials into the solid waste management system¹. The following examples should help to clarify the distinction between waste reduction and recycling.

- 1) On-site (residential or institutional) composting is considered waste reduction; yard waste set out for pick-up and handled at a centralized composting facility is considered source-separated recycling, because the yard waste enters the solid waste management system.
- 2) Returning a glass bottle to the distributor for refilling is considered reuse and therefore waste reduction; dropping off a glass bottle at a recycling center for transformation into another glass product is recycling.
- 3) A waste reduction education program modifies consumer behavior to selectively purchase products which are durable and repairable and come with less packaging; a recycling education program is aimed at motivating consumers to buy recycled products, or to recycle the paper and plastic packaging components of the products they buy.
- 4) Use of an electronic mail system or routing a single copy of a document to all staff members is waste reduction; distributing a memo on recycled paper to each staff member and then recycling the paper is recycling.
- 5) Consumers bringing their own reusable containers to purchase products sold in bulk is an example of waste reduction; a product packaged in recycled materials is an example of recycling.

¹ The solid waste management system includes collection and processing of mixed municipal wastes and source separated recyclables.

DEVELOPING A WASTE REDUCTION PROGRAM

How is Waste Reduction Achieved?

Waste reduction is achieved in four general ways:

- By decreased consumption
- By reusing products and materials
- By increasing the durability of each product
- By reducing the resources used to develop and market products (particularly packaging)

Goals for a Waste Reduction Program

Waste reduction strategies will vary with the desired goals of the program. Goals of a waste reduction program may include:

- Reducing per capita waste generation
- Changing consumer purchasing patterns to buy products that have less packaging and are more durable
- Reducing packaging by the manufacturer
- Reducing product volume or weight
- Increasing product durability and reusability
- Achieving greater efficiency in manufacturing processes, thus reducing the generation of wastes
- Encouraging on-site composting and organic waste reduction techniques, such as vermicomposting
- Reducing toxicity of waste in the municipal waste stream
- Reducing weight/volume of waste entering the solid waste stream

Identifying Needs, Opportunities and Obstacles

Comprehensive analysis needs to be done in order to substantially reduce the waste stream. Before a decision is made about which waste reduction strategies and opportunities should be used, a number of questions need to be answered:

1. What is the current waste reduction system/strategy?
2. What barriers block waste reduction in this system/strategy?
3. How can the barriers be lowered?
4. If waste reduction activities are already being implemented, which are the most effective?

5. Which waste reduction activities should be continued?
6. What new waste reduction strategies/options should be developed and implemented to achieve your goals?
7. Which strategies/options show the greatest potential for effectiveness?
8. What implementation methods could be used to put the waste reduction options into action?
9. Which implementation methods show the greatest potential for effectiveness?

When selecting the waste reduction strategies to be used, the unique circumstances of the locality should be considered, including the following:

- Composition of the waste stream
- Principal producers of different waste categories
- Local industries producing large amounts of certain types of reducible or reusable waste
- Toxic waste appearing in the municipal solid waste (MSW) stream
- Demographics (population and economic distribution, cultural ethnicity, literacy, etc.)
- Cooperation from government agencies, businesses, and academic/research institutions
- Funding options
- Availability of grants for planning and implementation of waste reduction plans and education programs (grants are not available to businesses)

A list of waste reduction strategies include many under the general categories of:

- Education, recognition and voluntary programs
- Economic incentives or disincentives
- Administrative and regulatory actions

After choosing a source reduction strategy, various obstacles must be overcome:

- Technical deficiencies
- Information gaps
- Economic issues
- Outdated public policies and regulations
- Consumer preferences
- Institutional inertia

START SIMPLE

Above all, **start simple**. A waste reduction program can begin by identifying wastes which can

be reduced with the lowest impact or cost. Specific reduction methods can then be developed for these wastes. Identifying and implementing those methods are important in developing public confidence and building a successful waste reduction program.

Targeting Sectors and Wastes

Household/Employment Sectors:

Waste reduction can be achieved by targeting households and the workplace. Business, industry, manufacturers, single family dwellings, multi-family dwellings, schools, parks, recreational areas, public facilities, and utilities have different waste generation patterns.

First, identify all of the above sectors of the community and the wastes they produce in the largest quantities. Then determine the incentives that motivate the community to reduce waste. Those incentives include increasing profits, saving money, protecting the environment, improving public relations, boosting sales, and increasing efficiency in the manufacturing process.

Specific Wastes:

Another strategy is to target specific wastes for waste reduction. Trends in waste generation will vary in each locality depending on the economic base, demographics, types of housing units, options for waste hauling, and other factors.

Target wastes can be identified based on sheer volume in the waste stream, by the ease and cost of implementing measures to reduce a certain type of waste, or by the relative toxicity of the type of waste. Examples of target wastes include food waste, used oil, batteries, tires, yard and lawn trimmings, computer paper, colored ledger paper, appliances (white goods), or any wastes which present special problems. These problem materials will require further attention.

TOOLS FOR IMPLEMENTING WASTE REDUCTION STRATEGIES

Education

An education program is an essential part of a successful waste reduction strategy. The following questions should be answered when developing and implementing a strategy:

- Does this strategy address a high priority waste stream?
- Who is the target audience?

- How will you get the message to your audience?
- Do you have a follow-up activity? What is its timeline?
- How will you measure the effectiveness of your educational campaign?
- Do you have adequate funding for the campaign?
- What effects will this campaign have on the community?

Education campaigns should give **highly visible, clear, and brief messages**. The campaign message needs to be **repeated for many days** to enter the public consciousness.

Depending upon the target waste stream and target audience, the most effective campaign may consist of door hangers, displays, newspaper articles, television or radio announcements, technical assistance training, or sharing information by means of an information exchange or forum. Mass ("blanket") mailings may be useful, although they are expensive and may be the least effective tool for the education campaign.

Local governments can serve as model waste reduction institutions by designing and implementing their own in-house G.O.L.D. (Government Options for Landfill Disposal) Plan and encouraging others to do the same. Ecology's G.O.L.D. Plan serves as a template for other governmental agencies to follow. (See Appendix B.)

Publicity and Public Relations

Publicity and good public relations are also essential parts of a successful waste reduction strategy. Once an educational strategy is decided upon, publicity helps to ensure that the message reaches the largest number of people:

- Use a variety of media forums, such as newspapers, radio and television public service announcements, handbills, flyers, press releases and advertisements to promote various activities such as buying in bulk, composting, reusing your grocery bag, etc.
- Use business newsletters to tell success stories of waste reduction in businesses.

Procurement Policies

A procurement policy which increases waste reduction is an important component in waste management. Before purchasing materials, conduct a pre-purchase review by asking the following questions:

- Is this item or quantity necessary?
- Is the item made of recycled or recyclable materials?
- Is there a more durable or less toxic alternative to this item?

- What kind or amount of packaging does the item come in? Can the packaging be reduced?
- What is the cost/benefit of purchasing a recyclable substitute item?
- Can this item be reused? Can it be reused in a way different from the purchase use?
- How will this item be disposed?

Policy Initiatives and Actions

Reduction policies may include design and process modifications, economic education, voluntary and mandated reduction methods, and legislative options. Actions may be aimed at removing certain types of solid waste from the disposal system, placing waste reduction requirements into government procurement policies, evaluating the manufacturing process for certain products or product constituents, requiring changes in manufacturing design or practices, and revising labeling requirements.

Local governments have many creative options to consider when designing waste reduction campaigns. The following ideas may provide a framework for a local program:

- Develop purchasing practices and preferences for materials that generate less volume or toxicity of waste
- Develop procurement policies which outline specifications for reusability, durability and repairability
- Develop purchasing policies which reduce unnecessary buying and encourage the reuse of materials
- Give technical support to businesses conducting waste audits
- Use small business loan programs to help develop service and repair infrastructures
- Develop financial incentive/disincentive policies
- Use the local legislative process and work with state and federal legislators to promote waste reduction through legislation
- Implement "Train the Trainer" programs, such as Master Composters
- Initiate landfill bans for specific materials
- Establish a local awards program to recognize waste reduction-conscious businesses individuals, schools, etc.
- Support community reuse through material exchanges, such as paint swaps
- Support procurement or marketing cooperatives that enable small businesses to cost-effectively buy products
- Provide a directory of reuse and repair shops
- Require or conduct life-cycle profiles on packaging or products

Financial Incentives/Disincentives

Demonstrating the economic benefits of waste reduction can often be a successful tactic. Local governments have an opportunity to encourage waste reduction by using financial incentives and disincentives:

- Set variable rate waste disposal charges to motivate consumers and businesses to reduce the amount of waste generated in the residential and commercial sectors
- Apply for grants which are available for planning and implementation of waste reduction plans and education programs (grants are not available to businesses)
- Initiate dollars for data programs
- Establish container deposits to encourage the return of refillable/reusable containers
- Set fines for illegal disposal of yard waste or recyclables
- Implement reduction incentive practices, such as taxes or deposits
- Provide subsidies

Community and Volunteer Activities

Building partnerships with the commercial sector and volunteer networks in the community is an excellent way to expand limited local resources. Many waste reduction activities are already established and can be nurtured to enhance their effectiveness:

- Setting up a computerized waste-exchange database and telephone hotline can provide a valuable service to citizens and businesses in the community.
- Bulletin boards with waste exchange information can be posted in many places, such as at recycling centers, thrift stores, grocery stores, and landfills. Counties could establish centralized swap meets and promote neighborhood swaps and garage sales by providing free announcements or a garage sale hotline.
- Volunteers can help with updating bulletin boards, staffing information booths at community events, visiting schools, writing a newspaper column with tips for reducing waste in the home, and lobbying local retail stores and manufacturers to sell products that are "waste-reduced" products.

WASTE REDUCTION MEASUREMENT

Quantifying something which has not been produced is a challenging task. The Department of Ecology and many local governments are trying to develop ways to effectively quantify waste reduction changes so that results and successes can be tracked and the effectiveness of programs evaluated. Measuring waste reduction is a nationwide challenge.

In the absence of consistent, quantifiable techniques, the following suggestions are offered to help local governments with measurement:

- Target specific waste streams to measure
- Quantify goals for specific economic sectors (such as for a commercial sector or region) and for individual organizations
- Target manageable sets of generators
- Conduct waste audits before implementing a waste reduction program to establish a waste generation baseline
- Measure waste generation data on a consistent basis over time
- Conduct waste audits after implementing a waste reduction program so that the difference in the waste generated can be established between two time intervals
- Normalize waste production for economic activity, based on business and occupation taxes collected or employment levels
- Conduct public surveys to identify changing attitudes and behaviors
- Correlate waste reduction behaviors with reduced waste generation
- Correlate product redesign with reduced waste generation
- Offer tax breaks or publicity to businesses submitting company waste audits, information on changes in disposal costs, paper usage, procurement strategies, etc.
- Evaluate the dollars spent on disposal and the dollars spent on waste reduction programs
- Monitor the number of waste reduction questions being received at county hotlines and observe how this changes with implementation of waste reduction programs
- Use national industry data specific to Washington state to track movement of products imported

In summary, the best way to monitor results is to conduct waste audits before and after implementing a waste reduction program, and then re-examine and change, if necessary, the waste reduction goals.

Successes can also be measured qualitatively, through observed changes in industrial processes, purchasing patterns, shifts in public perception, business policies, and city initiatives and ordinances.

FOR FURTHER INFORMATION

If you have questions about this Manual or need further information on waste reduction, please call the Ecology Regional Office for your county, as listed in Appendix D.

Please write down your success stories and send them to the Headquarters Office of Ecology (address is in Appendix D) so that we may share them with other local governments. Or if you know of any other good resource materials, please list them, so that we may share those, also.

APPENDIX A
ABSTRACTS AND CASE STUDIES IN WASTE REDUCTION

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APPENDIX A

ABSTRACTS AND CASE STUDIES IN WASTE REDUCTION

WASHINGTON

Overall Campaigns - Washington

Waste Reduction & Recycling Information & Education Program - WRPIE

In 1990 a grants program was developed by the Washington State Department of Ecology (Ecology) to assist local governments in the implementation or further development of their waste reduction education programs. Local government applicants for funding from this WRPIE (Waste Reduction & Recycling Information & Education Program) grants program were required to have 25-50% match from local funds. This program focused on reducing waste through smart shopping. It included a mass media campaign, a manual and catalog of educational programs and materials, adding waste reduction information to 1-800-RECYCLE and providing technical assistance to local governments.

In response to suggestions for improving the previous education campaign, Ecology worked with local governments on developing a new grants program for 1992/93. Using information received from local governments through surveys, evaluations and discussions at regional meetings held around the state, the current program was restructured to better meet local needs. The WRPIE program was redesigned to offer a wide variety of educational goods and services, without requiring any grant applications or matching funds. To accomplish this, local allocations were established in accounts at Ecology. Local governments used their accounts to purchase items from a menu of goods and services focusing on three areas: general waste reduction education, household toxics reduction education, and composting education.

The wide variety of resources available through this menu approach allowed local solid waste and moderate risk waste programs in counties and cities statewide to choose items or services which fulfilled their specific needs. Ecology purchased education materials and services for local agencies statewide, which reduced costs substantially and also relieved local staff of the burden of procurement for education programs.

Some examples of products purchased or materials printed through the WRPIE program include: more than 640,000 locally customized educational materials, 28,000 durable shopping bags printed with 25 different waste reduction messages, and more than 3,000 food and yard waste composting bins for demonstration site development. The following outline shows the menu options that were available to local governments:

Existing Waste Reduction Materials

Reprinting or duplication of existing or newly developed materials, such as videos and publications developed by local and state governments and non-profit groups, which were shared statewide. These materials were customized to include locally-specific information, such as phone numbers and logos.

Demonstration and Promotional Items

These included give-away items, such as canvas shopping or lunch bags with local logo and waste reduction message; demonstration or teaching aids, such as composting bins; paper-making kits; and audiovisual equipment, such as slide projectors or VCRs.

Training Opportunities

Training opportunities for county/city staff or residents included Master Composter training, Hazardous-Free Home training, and Smart Shopper training.

Mailing and Media

Local governments were also able to use their allocation to pay for mailing of waste reduction materials; and for purchasing space for advertising educational programs or increasing public awareness through newspapers, on buses and billboards, and on TV and radio.

Cooperative Regional Projects

Other cooperative programs were proposed by local governments and funded through the WRRPIE Program. Six counties and three cities in the Puget Sound area worked together with Ecology to develop the KCPQ Kids Club Program. This 9-month project used an existing kids television program with an established audience to teach about waste reduction, household toxics reduction and backyard composting.

New Education Campaign Materials

An educational media campaign focusing on general waste reduction, household toxics reduction and backyard composting was developed in cooperation with local governments. Materials developed as part of this campaign included three interactive displays, two videos, public service announcements for television and radio, waste reduction clip art, newspaper ads, and billboard and transit ads. Local allocations were used to duplicate the videos, displays and clip art for use statewide.

Ecology and local governments worked together to place the media campaign elements. Ecology placed billboard and transit ads, and radio and TV PSAs using the 1-800-RECYCLE number; and local governments placed newspaper ads which provided local contact points.

Evaluation of WRRPIE program: When local governments were asked through the WRRPIE program evaluation, "Were you or will you be able to provide programs or materials to your residents that might not have been possible without WRRPIE?," there was an overwhelming

YES response. Sample comments were: "With our county's fiscal situation, I would never

have been able to purchase storyboards, shopping bags, green cleaning kits, lunch bags, and green cones."; "Definitely. This opportunity allowed us to acquire materials and items that otherwise might have/would have been difficult to budget and acquire through other means."; and "Limited funds here. Glad to have opportunity to get education materials I otherwise would not have had."

Community Education - Washington

Thurston County

Shop Smart Tours. Stormans Inc, a supermarket chain, offers regularly scheduled Shop Smart Tours. Trained volunteers teach each group as it tours the store how to save money and reduce waste by using the **five Rs**: **R**educe (choose the least amount of packaging), **R**euse (choose reusable products), **R**ecycle (choose products made from recycled materials and that can be recycled), **R**eject (avoid overpackaged and non-recyclable products), **R**eact (write or call manufacturers about overpackaged and non-recyclable products). When the tour is completed, a reusable canvas shopping bag and waste reduction materials are given to each family. About 200 people are educated each year in these tours. Contact Thurston Action for Waste Reduction (a volunteer organization which trains the tour guides).

Tel: (206) 754-9651. Or City of Olympia (which helps out financially by paying for the free canvas bags), 900 Plum Street SE, Olympia, WA 98501-1544. Tel: (206) 753-8360.

Thurston County

Thurston County Home Waste-Not Guide, 1992. (Revised annually or as needed). Contains 19 seven- by nine-inch cards, double-sided printing, in a folded packet. Topics covered are Solid Waste; It's Not a Dump Anymore; Reduce, Reuse & Recycle; Composting, It's Hot!; Getting It Picked Up; Household Hazardous Waste - Say What?; Who Ya Gonna Call? A post card (with survey questions) is enclosed to request updates. Thurston County Public Works, Solid Waste Section, 2000 Lakeridge Drive SW, Olympia, WA 98502.

Tel: (206) 754-5136 or 1-800-624-1234, Ext. 5136.

Awards - Washington

King County

Awards for programs, projects, or activities by individuals, schools, businesses, institutions, governmental agencies, or community groups in King County in the areas of waste reduction, recycling and development of markets for recycled products. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4476.

Best Waste Reduction and Recycling Awards - Washington

1992 Best Waste Reduction Program

In 1992, the Washington State Department of Ecology Waste Reduction and Recycling Award for best waste reduction program went to the **Seattle Solid Waste Utility**. This is an outline of their waste reduction program: **Backyard Composting Program** distributed compost bins to homes and offered Master Composter training. **Environmental Allowance Program (EAP)** awarded grants to consulting firms, environmental groups, individuals and businesses for waste reduction projects with an emphasis on targeting diverse groups from a variety of cultural, ethnic, age, education, and income backgrounds. **Shop Smart** offered "pre-cycling" information to shoppers at Seattle markets. **Use It Again, Seattle!** is a directory of repair, rental, and used goods services in the Seattle area. **The Green Cleaning Kit** - distribution of alternative cleaning products kits.

The 1992 EAP Awards funded the following programs: King County Nurses Association researched and developed a background document and position paper on the use of incontinence products; Southwest Recreation Advisory Council held a parking lot sale emphasizing waste reduction, and wrote a guidebook for other Seattle community organizations on coordinating a rummage sale emphasizing waste reduction; the Denise Louie Early Childhood Education Center became a "Waste-Free Center," eliminating disposable products from their kitchen and lunch area, composting food waste and placing recycling bins in each classroom; Puget Consumer's Co-op purchased 800 reusable plastic produce boxes to replace waxed cardboard boxes for local produce; Seattle School District operated a worm bin composting and training program for its schools; Diane Arney and Duane Walrod offered a series of day-long open houses at two homes that demonstrated a variety of working examples of waste reduction; Washington Citizens for Recycling and Pacific Energy Institute established waste reduction programs in local community centers; and the International District Housing Alliance organized four quarterly rummage sales for International District residents.

Contact Seattle Solid Waste Utility, 710 Second Ave, Suite 505, Seattle, WA 98104-1713. Tel: (206) 684-4684.

1993 Best Waste Reduction Program

In 1993, the Washington State Department of Ecology Waste Reduction and Recycling Award for best waste reduction program went to **King County Solid Waste Division** for their **Holiday Waste Reduction Program**. This program was the result of the King County Solid Waste Division's effort to address the expected increase in residential waste generation during the Christmas season. The main purpose of the project was to inform and educate county residents on tips for waste reduction during the holidays, hoping that they would carry on these practices into the New Year.

On Saturday and Sunday during the three weekends before Christmas 1992, Michael Jacobs, King County's Artist in Action, provided waste reduction demonstrations on creative ways to reuse waste paper for wrapping gifts, making greeting cards, and writing letters. In conjunction with the demonstrations, an information table staffed by King County Master Recycler Composter volunteers was provided to distribute materials and answer questions.

Small and large shopping centers in the metropolitan area were asked to participate in this project. The Solid Waste Division targeted shopping malls for this waste reduction campaign because they represent a major generation point of holiday waste. The Totem Lake Malls Shopping Center in Kirkland was interested in participating and provided the necessary facilities. (Unfortunately, the larger and high-profile shopping centers such as Southcenter and Bellevue Square were unable to participate in the 1992 project, but expressed an interest in participating during the 1993 Christmas season. Please note that not only was the Holiday Waste Reduction Program continued for 1993, but it was expanded to three larger, regional shopping malls in order to reach a wider audience.)

This program primarily reached local residents, but local media coverage successfully informed other county residents and helped to attract residents from other parts of the county. Over 6000 free gift boxes/ornaments that carried the message of waste reduction were distributed over a three-week period. Michael Jacobs' demonstrations attracted approximately 240 people and were very well received based on comments from attendees and the Master Recycler Composter volunteers. The information table attracted approximately 480-600 shoppers over three weekends.

Contact Suzette Riley, Holiday Waste Reduction Program, King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4352.

1994 Solid Waste Reduction and Recycling Awards for Local Governments and Businesses

The 1994 Washington State Department of Ecology Solid Waste Reduction and Recycling Awards for local government and businesses were presented in 11 categories. Details of the winning programs follow the listing of each winner.

For further information on these awards, contact Tim Gaffney, Department of Ecology, Solid Waste Services Program, PO Box 47600, Olympia, WA 98504-7600. Tel: (206) 407-6128.

Category 1 - Best Western Washington Waste Reduction & Recycling Government Program.

There were two winners in this category:

- **Pierce County Solid Waste Division, Department of Public Works and Utilities.** In addition to a high participation rate among citizens in the county recycling programs (83% of single-family dwellings and 75% of mobile parks and multi-family dwellings), Pierce County also instituted a buy-recycled procurement policy and provided

education programs for K-12 schools in waste reduction and recycling.

To promote waste reduction, Pierce County introduced the Greenhouse Exhibit, an 875-square foot modular home created entirely from reused, recycled, low toxic or energy-efficient materials. The exhibit is designed to be moved from place to place. Its features include a rug made from recycled pop bottles and shoes made from recycled plastic milk jugs, magazines, rubber tires, and seat cushions!

Contact R. Marty Erdahl, Pierce County Department of Public Works and Utilities, Solid Waste Division, 9116 Gravelly Lake Drive Southwest, Tacoma, WA 98499-3190. Tel: (206) 593-4050.

- **The City of Tacoma Department of Public Works Waste Reduction and Recycling Program** regards waste reduction, recycling and composting as essential strategies in Tacoma's integrated solid waste management plan. In addition to successful recycling programs (it is estimated that Tacoma recycles 42% of its total waste stream), the City of Tacoma also developed a partnership, "Waste Watchers," for waste management education with the Tacoma School District.

Contact Dave Frutiger, City of Tacoma Waste Reduction and Recycling Program, Tacoma Refuse Utility, 3510 South Mullen Street, Tacoma, WA 98409-2200. Tel: (206) 591-5543.

Category 2 - Best Eastern Washington Waste Reduction & Recycling Government Program:

Walla Walla and Columbia County's Recycling and Waste Management Office.

A regional strategy has been developed which has resulted in 75% of the rural and urban population obtaining recycling service from the Neighborhood Recycling Station Program. They have also developed a "Green Seal" program for technical assistance to businesses, and a monthly newsletter, "F.Y.I." that provides waste reduction tips to citizens.

Contact Gretchen Lowe, Walla Walla County Recycling & Waste Management Office, 310 West Poplar #117, Walla Walla, WA 99362-2865. Tel: (509) 527-3282.

Category 3 - Best Public Information/Education Program on Waste Reduction and Recycling:

King County Commission for Marketing Recyclable Materials. The **Consumer Buy Recycled Campaign** had three major components: a research study of King County consumers to determine attitudes and buying habits related to recycled products; the "Get in the Loop" retail campaign to promote recycled products in 620 retail stores; the construction and presentation of "Jadin Encore," which was a demonstration garden to promote recycled construction and gardening products. Jadin Encore was viewed by 60,000 people at the Northwest Flower and

Garden Show. "Get in the Loop" was featured in the March 1994 issue of Resource Recycling magazine, and was covered in the Pacific Northwest by 30 television, newspaper, and radio media.

Contact Dave Herrick, Consumer Buy Recycled Campaign, King County Commission for Marketing Recyclable Materials, King County Solid Waste Division, 400 Yesler Way, Room 200, Seattle, WA 98104-2637. Tel: (206) 296-4430.

Category 4 - Most Innovative Waste Reduction and Recycling Approach or Program:

The **RE Store** in Bellingham was established to educate the public about the benefits of reuse by providing businesses and the general public with opportunities to sell, donate, exchange, and purchase still usable building materials that usually are thrown away. Since July of 1993, 300,000 pounds of materials have been diverted from the waste stream and four people have been given new jobs. Some of the services provided are a free opportunity to drop off reusable materials; a free or low-cost pick-up service for materials; working with cities on annual cleanup days; offering a tax deduction or trade credit for most materials; a computerized "wish list" for customers so the store can tell consumers when their desired item has arrived.

These features have made it possible for the RE Store to keep prices amazingly low. The store has provided materials to over 4,000 customers, and received materials from over 1,200 providers. By listing the materials they will take in brochures and advertising, the RE Store avails itself of the materials needed by the local business community.

Contact Carl Weimer, The RE Store, Environmental Resource Services, 1155 N. State Street Suite 623, Bellingham, WA 98225-5024. Tel: (206) 733-8307.

Category 5 - Best Media Coverage of a Waste Reduction and/or Recycling Event:

Whidbey Island Naval Air Station's "Crosswind" is an award-winning weekly Navy newspaper. The 32- to 40-page newspaper has a weekly section dedicated to helping make recycling a part of daily life for its readers. The paper is circulated throughout the base and also serves as a media focal point for waste reduction and recycling information for the town of Oak Harbor, Washington. In the past year, major topics covered in "Crosswind" included Earth Day, Christmas tree recycling, beach clean-ups, technical assistance for recycling and reducing waste on the base and in the home, and No Waste Recycle Week.

Contact Paul Brewer, "Crosswind," Public Affairs Office, Naval Air Station Whidbey Island (PWR), Oak Harbor, WA 98278-3500. Tel: (206) 257-6962.

Category 6 - Special Recognition Award for Waste Reduction and/or Recycling Excellence by an Individual:

Nancy Waldron instituted a number of recycling programs in Garfield County in less than two

years.

Contact Nancy Waldron, Garfield County Road Department, PO Box 67, Pomeroy, WA 99347-9718. Tel: (509) 843-1262.

Category 7 - Best Business/Commercial Waste Reduction and Recycling Program:

The goals of the **Microsoft Corporation** are to reduce, reuse, recycle and repurchase whenever possible in a cost-effective manner. Microsoft reduced the use of water by 11 million gallons annually when it installed an automated irrigation system. The company also helped employees to use less paper with an electronic mail system. The mail system, MS Mail 3.2, allows the user to attach electronic copies of documents, spreadsheets, word processing documents, and even slides. Reuse is also practiced: used printer toner cartridges are collected and refilled, computer hardware is refurbished and components from old equipment are harvested for reuse.

Recycling is also an important part of the program. Microsoft recycles paper, glass, metals, plastics, computer disks, video tapes, hardware components, and toner cartridges. At the three sites owned by the company, the recycling rates are: Imperial Square Campus 46 percent, Canyon Park 70 percent, and the ComCorp warehouse 89 percent. Microsoft also regularly purchases 26 items that have recycled content.

Contact Jon Thornburgh, Microsoft Corporation, One Microsoft Way, Redmond, WA 98052-6399. Tel: (206) 936-4066.

Category 8 - Best Multi-Family Recycling Program:

City of Bellevue Multi-Family Residential Recycling Program. Bellevue set its six-month goal for 65% participation. At the end of six months, the actual participation rate was 95%. Apartments and condominiums make up 45% percent of Bellevue's residents, so a multi-family recycling program was essential for minimizing landfill waste and conserving resources.

Contact Wendy Skony, City of Bellevue Multi-Family Residential Recycling, City of Bellevue Solid Waste Program, Utilities Department, PO Box 90012, Bellevue, WA 98009-9012. Tel: (206) 455-6932.

Category 9 - Best G.O.L.D. Program:

Seattle Central Community College set six objectives for its program. The objectives were setting up a waste reduction and recycling program; wise use of natural resources; developing an aggressive "buy recycled and recyclable" procurement policy; source separation of recyclables; implementing education programs campus-wide; and communicating the waste reduction and recycling message to the community at large.

The successes were as follows: substituting non-toxic products for toxic materials for custodial

work; instituting micro-scale science laboratory experiments; purchasing 45% of all paper as recycled paper products; composting lawn and yard clippings; implementing E-mail and voice mail to reduce paper use; implementing a Refrigerant Recovery Unit; recovering 93 ounces of silver in photography lab by the Silver Recovery Unit.

In 1991-1992, the campus had an estimated waste stream of 324 tons, of which 43 tons were recycled for a 13% rate. In 1993-1994 only 199 tons were disposed, a reduction of 39% in two years. In addition, 45 tons of materials have been recycled, for a recycling rate of 23%. Contact Jeff Watts, Seattle Central Community College, 1701 Broadway, Seattle, WA 98122-2400. Tel: (206) 587-5439.

Category 10 - Best State or Local Government Agency Waste Reduction Program:

City of Issaquah Resource Conservation Office: Durable Goods Campaign. There were a number of innovative efforts:

- The Resource Conservation staff limited educational materials to a small tag. These tagged educational materials were made from paper already used on one side, and the tags were attached to products with rubber bands that could be reused.
- The staff created 200 durable reusable latte cups with the City of Issaquah logo. In keeping with the spirit of the program, all local espresso shops offered a discount on filling durable cups.
- The Public Works Department opted to purchase a single, unique, refillable pen that had red and blue ink and a technical pencil.
- The City's computer committee included use of E-Mail in its work plan; FAX stamps replaced cover sheets; bulletin board posting replaced circulating memos; envelopes are reused; and scrap paper is used as note pads.

By creating tools that affected each of the 200 city employees, and rewarding them with cash-saving incentives, the program became self-reinforcing.

Contact Donna Barlow, Durable Goods Campaign, City of Issaquah Resource Conservation Office, PO Box 1307, Issaquah, WA 98027-1307. Tel: (206) 391-1004.

Category 11 - Best Recycling (Buy Back) Center:

U.S. Naval Submarine Base Bangor Comprehensive Recycling Program. This self-service recycling center is open ten hours per day six days a week and accepts ten commodities. An attendant is on site all week.

Contact CDR F. J. Lauro SC USN, Comprehensive Recycle Program, U.S. Naval Submarine Base (SUBASE) Bangor, Supply Department Code N54, Silverdale, WA 98315-5000. Tel: (206) 396-4949.

School Waste Reduction and Recycling Awards - Washington

1990-91, 1991-92, 1992-93, 1993-94 School Waste Reduction and Recycling Awards,

Program Summaries. Summaries of the awards presented to Washington schools for waste reduction and recycling programs. Included in these reports are detailed lists for waste reduction, recycling and composting at the elementary school level, middle school level and high school level. The lists were compiled from schools applying for awards of \$10,000 for their waste reduction efforts. Common themes were reducing the use of paper, reusing paper products, composting, and replacing disposable products with durable products. Contact Tim Gaffney, Awards Program Coordinator, Solid Waste Services Program, Washington State Department of Ecology, PO Box 47600, Olympia, WA 98504-7600. Tel: (206) 407-6128.

Education Campaigns - Washington

A-Way With Waste, A Waste Management Curriculum for Schools. This is a comprehensive waste management education program. The foundation of this program is the A-Way With Waste curriculum, a K-12 multi-disciplinary 602-page classroom activity guide that responds to the need to reduce waste and increase recycling. The program includes information on waste reduction, recycling, landfilling, incineration, litter control, hazardous waste management, household hazardous waste, and waste and water. The A-Way With Waste Program also provides workshops for educators conducted by staff from the Department of Ecology. Participants learn about local waste and environmental issues from waste managers and recyclers. Contact Kip Eagles, Washington State Department of Ecology, Solid Waste Services Program, PO Box 47600, Olympia, WA 98504-7600. Tel: (206) 407-6097.

Best Public Information/Education Program - 1992

In 1992, the Washington State Department of Ecology Waste Reduction and Recycling Award for education programs went to **Whatcom County** for their "**Give Yourself a Gift, Too,**" a public relations campaign to reduce holiday waste by rethinking wasteful holiday habits. Local Boy Scouts chipped and mulched more than 5,000 trees in a single weekend, several thousand Precycle checklists were distributed to local residents, and Waste-Wise Cleaning Kits and gift certificates were distributed. The program also included newspaper advertising, tree recycling information tags, theme character visits to area stores, staffed information and idea table at local holiday festival, and "Turn Off the Christmas Machine" community presentations. The campaign was presented by Environmental Resource Services for Whatcom County. Contact Environmental Resource Services, 1155 N. State Street #623, Bellingham, WA 98225-5024. Tel: (206) 733-8307.

Seattle

Project Environment, Tips For A Better Environment. A poster that unfolds to list 17 tips and information on waste reduction and "Pre-cycling." Contact King 5 Television, 333 Dexter Avenue North, Seattle, WA 98109-5183. Tel (206) 448-5555.

Reuse - Washington

Spokane County

Giant Garage Sale. KJRB radio station in the City of Spokane sponsors a "Giant Garage Sale" twice a year. The two-day event is held in the fairgrounds building. Approximately

100 community groups, clubs and individuals sell reusable household items, and arts and crafts. This is an excellent event to promote the reuse of items instead of disposal. Contact KJRB Radio, E 1601 - 57th Avenue, Spokane, WA 99223-6623. Tel: (509) 448-1000.

Whatcom County

"Trash to Treasures". Pamphlet. A listing of local charities, repair businesses, and reuse and advertising opportunities. Tips are also included to help readers plan successful garage sales. Provides suggestions for re-directing appliances and other electronic goods, automobiles and auto products, books and craft materials, building materials, children's items, clothing, furniture, kitchen equipment and dishes, office equipment, outdoor materials, packaging materials, sporting goods, and tools. Communities interested in producing a similar publication are welcome to duplicate the format and appropriate text selections. Contact Environmental Resource Services, 1155 N. State Street, #623, Bellingham, WA 98225-5024. Tel: (206) 676-5723.

Whatcom County

"Material Reuse Facility Design Project - Final Report". Whatcom County Solid Waste Division, by Sound Resource Management Group, April 1991. 55 pages. This report identifies and develops strategies to implement programs that would divert household, commercial, and construction/demolition material with reuse potential from final disposal. The report details existing conditions, material marketing, financing, lists options and makes recommendations. Marketing focuses on building materials, household goods, textiles, post-commercial wastes, pallets and gypsum. There are also summaries of programs in other communities. Contact Whatcom County Solid Waste, 1800 C Street, Suite E-15, Bellingham, WA 98225-4000. Tel: (206) 398-1310.

Seattle

"Use It Again, Seattle". Forty-nine page booklet. A local directory for repairs, rentals, second hand stores, and charities with some general information and household tips in each category. Also contains free coupons for Seattle businesses. Contact Seattle Solid Waste Utility, Room 505 Dexter Horton Building, 710 Second Ave, Seattle, WA 98104-1713. Tel: (206) 684-4684.

King County

Paint swaps event. Exchanged 6500 gallons in 1992. People waited in line to receive paint and 93% of the amount collected was given away. Contact King County Solid Waste Division, 400

Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466.

Issaquah

Textile collection event. The city of Issaquah collects reusable and recyclable clothing items annually. Contact City of Issaquah, 1775 - 12th Avenue NW, Issaquah, WA 98027-8938. Tel: (206) 391-1037.

Bellevue

Tomoshihi Library. Five innovative women created a used book library. They started by collecting used books which otherwise would have been discarded. In less than a year, over 2,000 books were collected. Books were categorized, bookcases were built, and the new Tomoshihi (Flicker of Light) Library was born. Contact Julianne Jumasaka, 2601 - 110th Avenue Northeast, Bellevue, WA 98004-2052. Tel: (206) 938-2919.

Other Ideas - Washington

Two-way envelope. The two-way envelope uses the same envelope as the original carrier and return envelope. Companies that send bills with return envelopes can cut paper costs by 30%. Buying one set of envelopes also cuts the purchasing, storage and handling expenses for these large companies. Examples of companies to target with two-way envelopes include utilities, credit cards, and mail order. Contact Griffin Envelope Inc., 4301 E. Marginal Way South, Seattle, WA 98134-1198. Tel: (206) 682-4400.

Washington Citizens for Recycling Foundation: Action Item - Introducing the 2-way envelope. One page action sheet update. Topic of interest is the idea of the two-way envelope, a "source reduction breakthrough". The Action Item is also a membership recruitment sheet. Contact Washington Citizens for Recycling, 157 Yesler Way #309, Seattle, WA 98104-2539. Tel: (206) 343-5171.

Composting - Washington

Seattle

"Seattle's Road To Recovery." Six-page bi-fold flyer providing information on the backyard composting program in Seattle. Contact Seattle Solid Waste Utility, Room 505 Dexter Horton Building, 710 Second Avenue, Suite 505, Seattle, WA 98104-1713. Tel: (206) 684-4684.

Seattle

Master Composter Education Program. Seattle Tilth has established itself as a national information resource for home composting education. In late 1984, Seattle Tilth proposed a program to the City of Seattle to produce educational materials and train volunteer community educators called "Master Composters." Master Composters are given a thorough training in the

basic techniques of composting yard wastes and vegetable kitchen waste, the biology of compost, system design and trouble-shooting, as well as techniques for dealing with the public. After training and supervised internship, Master Composters spend a minimum of 40 hours in public outreach spreading the word about composting, each according to his or her talents and interests.

Seattle Tilth's groundbreaking compost education programs have attracted attention all over the U.S. and Canada. Many cities and Extension Services have adapted Tilth's home composting brochure, slide shows, bin design sheets, Master Composter training manual and the training program to educate their citizens and help reduce local solid waste streams. The long-term effect of the program, besides the direct material reduction of waste, is a change in people's attitudes. As they come to understand yard waste and vegetable food waste is a resource instead of garbage, they begin to turn away from throw-away behavior.

Seattle Tilth has the following educational resources available: Public Information Packet - \$5.00; Master Composter Training Manual - \$35.00; Camera-ready art and text for Home Composting brochure - \$125.00; Home Composting Slide Show - \$125.00; Solid Waste, Waste Reduction, and Recycling Slide Show - \$125.00. Contact Seattle Tilth Association, 4649 Sunnyside Avenue North, Seattle, WA 98103-6900. Tel: (206) 633-0451.

Seattle

Large-Scale Supermarket Food Waste Composting Project. This is a successful large-scale food waste composting project, the first of its kind in the country. During 1992, the Larry's/Iddings Project diverted more than 200 tons of waste produce and withered floral material away from landfills and turn it into rich compost. The success of the program has been achieved through the mutual cooperation of two local businesses, a five-market supermarket chain (Larry's Market) and a family-owned topsoil company in business for 40 years (Iddings). Larry's has begun using Iddings' compost and topsoil on landscape projects, thereby "completing the loop" and making use of the by-products it originally created. The composting project reflects Larry's "Whole Company" environmental affairs orientation which has all stores composting, buying recycled, carrying organic foods, educating customers, managing landscapes organically, buying from local growers, reducing packaging and recycling virtually all recoverable paper, corrugated, glass, aluminum, plastic containers, plastic wraps, and steel. Contact Larry's Markets, 14900 Interurban Avenue South, Seattle, WA 98168-4691. Tel: (206) 243-2951; or Iddings, Inc. Tel: (206) 630-0600.

Seattle

"Larry's Market Digs Composting." News article by Jeannie Mar, Seattle Times, July 6, 1992. Describes the effort Larry's Market, a local grocery store chain, is putting into composting the organic vegetable wastes generated in its stores. Contact Larry's Market, 14900 Interurban Avenue South, Seattle, WA 98168-4691. Tel: (206) 243-2951.

Issaquah

Chipping event. The City of Issaquah provides chipping for woody yard waste annually. Contact City of Issaquah, 1775 - 12th Avenue Northwest, Issaquah, WA 98027-8938.

Tel: (206) 391-1037.

Household Hazardous Waste - Washington

City of Lake Forest Park

Clean and Green Program. In 1992, the City of Lake Forest Park implemented the Clean and Green Program to provide residents with a "Guide to a Toxic-Free Household." Each household was sent a coupon to redeem a "Clean and Green" binder at City Hall or other locations in the city. The binders contained information on alternatives to household hazardous products. Each month for 20 months, residents were sent recipe cards in the City's monthly newsletter with tips on homemade alternatives to commercially-available toxic cleaning products. The cards could be placed in the binders for easy reference. Contact City of Lake Forest Park, 17711 Ballinger Way NE, Lake Forest Park, WA 98155-5596. Tel: (206) 364-7711.

Business Waste Reduction - Washington

Bellevue

"Profile." One-page profiles of businesses in Bellevue participating in waste reduction, recycling, and buying recycled products. Two examples: 1) CH2M Hill: Uses the back side of paper and poster boards (used at presentations and interviews) for draft copies. 2) Overlake Hospital: Employees receive a discount on beverages when they bring their own cups; laser printer cartridges are recharged; and reusable flatware and dishes are used instead of disposable paper products. Contact Business Waste Management Program, City of Bellevue, PO Box 90012, Bellevue, WA 98009-9012. Tel: (206) 637-5217.

Bellevue

At the Crossroads Mall, Terranomics uses only china plates, reusable plastic glasses and silverware. With a mall that serves over 750,000 meals each year, this is a great mountain of paper and plastic trash that doesn't enter the landfill. An industrial dishwasher is used for the dishes. In 1991, fifty tons of cardboard was recycled. The Crossroads Mall is also a central location for residents to recycle their glass, aluminum and newspaper with the assistance of Reynolds Aluminum and Fibres International. Contact Terranomics Development, 320 - 108th Avenue NE, Suite 406, Bellevue, WA 98004-5722.
Tel: (206) 453-0324.

King County

"Financial Assistance Program Fact Sheet: Nordstrom Distribution Center's Reusable Garment Trolley Bag Project." One-page fact sheet on specific business waste reduction. Nordstrom's Distribution Center purchased reusable, durable nylon bags to cover garments to replace disposable garment trolley bags. Nordstrom's realized a 12-month payback on the garment bags, which includes a yearly cleaning cost. The company also diverted 17,528 bags, or 3.3 tons of plastic from the waste stream. Contact King County Solid Waste Division, 400 Yesler Way,

Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466.

King County

"Financial Assistance Program Fact Sheet: Food LifeLine's Foodoo Vermicomposting Project." One-page fact sheet on specific business waste reduction. Food LifeLine, the largest distribution center for food banks in the Puget Sound Region, is using worms to compost food that couldn't be distributed to food bank clients. Food LifeLine estimates the potential to divert up to 100 tons of food waste from the landfill per year. For every dollar saved, \$40 worth of food can be generated. Apple orchard collection bins are reused as worm boxes. The worms eat the food waste and create a rich compost used in the Food LifeLine garden. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466.

King County

"Financial Assistance Program Fact Sheet: Kema Hair Refill & Bulk Distribution System Project." One-page fact sheet on specific business waste reduction. Kema Hair, concerned with excessive packaging of hair care products, developed a bulk distribution system for quality hair care products and a returnable bottle policy for non-fillable hair care bottles. Employees refilled customers 8 oz. bottles from a gallon container. One ton of plastic (40,000 bottles) can be diverted from the landfill in one year if 20 salons used 15 gallons of product per month for refilling 8 oz. bottles. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466.

King County

"Financial Assistance Program Fact Sheet: Shorecrest High School's Electronic Mail/Bulletin System & Resource Recovery Closet." One-page fact sheet on specific business waste reduction. Shorecrest High School switched to a school-wide computerized system for messages and bulletins, and established an area for students and staff to drop off or pick up school and office supplies for reuse. During the 1991-92 school year, Shorecrest High School sent an average of 2200 messages per month using their electronic computerized mail system -- memos that would otherwise have been written on paper. The Resource Recovery Closet inventoried the reuse of 3000 sheets of paper, 20 notebooks, 25 folders, and several other miscellaneous items such as carbon paper, reusable overhead sheets, and index boxes with file cards. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466.

King County

Fact Sheets. The following summaries were taken from King County Solid Waste Division Fact Sheets. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466:

The Greater Seattle Chamber of Commerce installed a dishwasher in their boardroom (to complement the one in the office kitchen) and purchased mugs for use during all meetings held in the board room. Generally, daily meetings may host more than 20-30 individuals. Previously all of the meetings used disposable cups.

The University of Washington Division of Neurology laboratory purchased a plain paper fax machine to replace their thermal fax machine. This replacement will increase the quantity of valuable white-ledger paper going into the University's recycling program, eliminate thermal paper waste, and reduce the number of copies made of faxed originals. Contact University of Washington Medical Center, Division of Neurology, Seattle, WA 98195. Tel: (206) 543-2100.

Edmonds Community College purchased new copier machines with the double-sided copy feature. This allows for convenient double-sided copying, thus reducing the total amount of paper used at the college. Contact Edmonds Community College, 20000 - 68th Avenue West, Lynnwood, WA 98036-5999. Tel: (206) 640-1500.

Olympic College in Bremerton regularly lists left-over chemicals in the Industrial Materials Exchange catalog and distills some organic waste materials for use in other labs until they are unusable. Then the unusable wastes are properly disposed through a hazardous waste disposal company. Contact Olympic College, 1600 Chester Ave., Bremerton, WA 98310-1651. Tel: (206) 478-4504.

7-11 convenience stores have converted to reusable stock crates for delivering products to their stores.

McDonalds has replaced single-portion packet cleaning supplies with bulk cleaning supplies; reduced the size of their napkins; converted to unbleached carry-out bags; and replaced heavy-duty corrugated shipping boxes with reusable plastic containers for the delivery of meat and poultry to McDonalds' suppliers.

Seattle

Larry's Markets reuse cardboard boxes for shipping; reuse plastic buckets in the kitchen; donate surplus deli, bakery and some produce items to local food banks; and provide surplus plastic and corrugated containers to customers. Contact Larry's Markets, 14900 Interurban Avenue South, Seattle, WA 98168-4691. Tel: (206) 243-2951.

Keyport

The Naval Undersea Warfare Center has added filters to solvent tanks, thereby extending the life of the solvents five times and greatly reducing both the hazardous waste stream and the purchase of those materials; substituted bulk containers and pump cans for some aerosol commodities; used computer cameras, such as the "Photo-Man," to reduce the demand for Polaroid film; instituted a precious metals recovery program, which has yielded a major reduction in the hazardous waste stream and at the same time has saved over one million dollars in the procurement of precious metals for the last three years; installed an oil/waste water separator, which will result in a 70% reduction in their largest hazardous waste stream, that of bilgewater

from range craft; practiced paper recycling, which has decreased their solid waste by 22%; and recycled their scrap metal. Contact Recycling Coordinator at (206) 396-2646.

Business Assistance - Washington

Washington

"Business Waste Reduction Fact Sheets." Several informative fact sheets aimed at business waste reduction. Simple, local and informative. Contact Business and Industry Recycling Venture, 1200 One Union Square, 600 University Street, Seattle, WA 98101-3186. Tel: (206) 389-7304.

Waste Reduction and Recycling Plans - Washington

Snohomish County

Waste Reduction and Recycling Plan For Washington State Department of Corrections Facilities at Monroe. March 1993. Contact Washington State Department of Correction, Division of Prisons, Command C Administration, PO Box 999, Monroe, WA 98272. Tel: (206) 794-2689 or (206) 794-2848. Or Snohomish County Solid Waste Management Division, 2930 Wetmore Avenue, suite 101, Everett, WA 98201. Tel: (206) 388-3425. Fax: (206) 259-4945.

King County

Waste Reduction & Recycling Program Recommendations and Guidelines. For Echo Glen Children's Center. January 1993. King County Solid Waste Division, Business Recycling Program, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4466:

Solid Waste Management Plans - Washington

Seattle

"City of Seattle, Solid Waste Management Plan." The chapter of this plan that addresses waste reduction provides details on setting garbage rates to encourage waste reduction; funding education research and development; public awareness through education; waste exchanges; and financial incentives and disincentives. Contact Seattle Solid Waste Utility, Room 505 Dexter Horton Building, 710 Second Ave, Seattle, WA 98104-1713. Tel: (206) 684-4684.

Seattle

The University of Washington has implemented a full-scope solid waste management plan. The goal of the plan is to provide all 204 campus buildings with easy-to-use and operate full-scale recycling services. The plan strives to conserve resources through purchasing alternatives, effective reduction and recycling measures. Since the implementation of the new plan in November 1990, the University has recycled 28.5% of its waste and this has resulted in a cost

avoidance of \$47,994. Contact University of Washington, Property and Transportation Services, 4549 - 25th Ave NE, Seattle, WA 98105-4104.
Tel: (206) 685-1567.

King County

"King County Solid Waste Management Plan - Chapter 3: Waste Reduction and Recycling."

This chapter details county waste reduction programs, such as collection rate incentives, yard waste programs, education, research, and other services. Appendix E details the King County home waste guide, 1991 Shop Smart campaign, Master Recycler/Composter program, school programs, commercial technical assistance, financial assistance program, variable garbage can rates, procurement program, food waste composting, baby diaper project, product packaging prohibitions, in-house programs and awards/recognition. Contact King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637.

Tel: (206) 296-4466.

GENERAL INFORMATION; EPA; OTHER STATES

Reducing Junk Mail - General Information; Other States

Vermont

"How to Reduce Your Junk Mail," and "More Ideas to Reduce Your Junk Mail." 2 pages each; fact sheets. A "how to" outline for removing your name from mailing lists, thus reducing the amount of unwanted and unsolicited mail. Worth reviewing and possibly having a copy on file as folks frequently ask, "How do I stop junk mail?" Materials adapted from EarthRight Institute, White River Junction, Vermont; and Garbage Magazine, May/June 1992. Contact Addison County, Solid Waste Management, R.D. # 1, Box 275, Colonial Drive, Middlebury, VT 05753. Tel: (802) 388-2333.

Maine

"Reduction and Recycling Tips for Effective Direct Mail." Single-sided fact sheet. Basic tips. "Holiday reduction and recycling tips." Fact sheet. Basic tips; looks useful for development of local basic flyer. "Waste reduction tips." Fact sheet. Basic tips; easy to copy. Contact Maine Waste Management Agency, State House Station #154, Augusta ME 04333. Tel: (207) 289-5300.

Consumer Purchasing Information - EPA; Other States

United States Environmental Protection Agency (EPA)

"The Consumer's Handbook for Reducing Solid Waste." 36-page handbook. Comprehensive, informative, colorful, and interesting 8 1/2" x 5" handbook on solid waste reduction. It is a "how

to" booklet describing how people can solve a growing problem: trash. The handbook gives 12 tips on reducing solid waste, with each tip given a full page for examples, alternatives and discussion. Cites successful recycling and reduction programs that have occurred in towns and cities throughout the country. Offers a "Reusable Vocabulary"/Glossary, a listing of EPA Resources/Publications, and EPA Regional Offices. Well worth reviewing for creative presentations on the topic of waste reduction. Contact Communications Services Branch (OS-305), Office of Solid Waste, U.S. Environmental Protection Agency, 401 M Street, SW, Washington, D.C. 20460 or U.S. EPA - Region 10, 1200 Sixth Avenue, Seattle, WA 98101. Tel: (206) 442-2782.

Alabama

"Breaking the Waste Habit - A Guide to Waste Reduction." 15-page booklet. Easy to read 8 1/2" x 5" illustrated (drawings) guide to waste reduction. The guide begins by raising the question, "What is waste reduction?" and then walks the reader through a series of answers and problem-solving advice. Topics include smart shopping, consumer tips, waste reduction techniques in the home and at work, recycling, composting, and how you can get involved in reducing waste. Meant to be an introduction to waste reduction; nothing in real depth. Contact Alabama Department of Economic and Community Affairs or Alabama Department of Environmental Management, 1751 Cong. W. L. Dickinson Drive, Montgomery, AL 36130. Tel: (205) 271-7726.

California

"Environmental Shopping Guide." Eight-page booklet with generic consumer shopping tips. "Beyond Office Recycling." Tips on waste reduction and procurement of paper products in the office. Contact City and County of San Francisco, Recycling Program, 1145 Market Street, Suite 401, San Francisco, CA 94103. Tel: (415) 554-3400.

Colorado

"Precycle." 21-page report. Describes in detail a consumer awareness campaign to cut waste through consumer decisions, to reduce the quantity of waste material actually purchased, and to measure the effectiveness of the campaign. The program featured on-shelf labeling, in-store signs, employee buttons, precycle information booths, letter-writing campaign and product tallies and consumer surveys. Media campaign included a "product of the week." Contact City of Boulder, Office of Environmental Affairs, PO Box 791, Boulder, CO 80306. Tel: (303) 441-3090.

Minnesota

"SMART - Saving Money and Reducing Trash." Campaign press kit. Includes "School Shopping," a one-page consumer-oriented brochure; sample press releases; fact sheets on consumer purchasing; "Shopping Tips" bookmark; sample shelf tag; "Smart Shopping," a one-page brochure; mock-up of available posters. Contact Minnesota Office of Waste Management, 1350 Energy Lane, St. Paul, MN 55108. Tel: (612) 649-5737 or (612) 649-5789.

New York

"Recycling Emblems - What Do They Mean?" One-page brochure describing recycling symbols and consumer purchasing. Contact New York State Department of Environmental Conservation, Bureau of Waste Reduction and Recycling, 50 Wolf Road, Room 200, Albany, NY 12233-4015. Tel: (518) 457-7337.

New York

"Hey, New York! Let's Precycle." One-page idea sheet; basics mixed with specifics. Part may be useful for local governments in putting together brochures. Contact New York State Department of Environmental Conservation, Bureau of Waste Reduction and Recycling, 50 Wolf Road, Room 200, Albany, NY 12233-4015. Tel: (518) 457-7337.

Oregon

"Waste Reduction Saves!" One-page brochure of generic "reduce, reuse and recycle" tips. Contact Marion County Department of Solid Waste Management, 388 State Street, Suite 735, Salem, OR 97301. Tel: (503) 588-5169.

Oregon

"Precycle: Prethink Your Packaging Purchase." Two-sided flyer. Consumer shopping and packaging information. Cost 10 for \$1.60, 100 for \$11.50. Contact Recycling Advocates, 2420 SW Boundary Street, Portland, OR 97210. Tel: (503) 223-1624 or (503) 244-0026.

Oregon

"The Good Life," "Buying Green," "Work It Out," "Playing Your Part." Four public service ads targeting consumers and waste reduction. Contact Oregon Department of Environmental Quality, 811 SW Sixth Avenue, Portland, OR 97204-1390. Tel: (503) 229-5696.

Vermont

"Be an Environmental Shopper," "Automotive Products," "Home Composting," "Household Hazardous Cleaners," "Plastic Products & Packaging," "Purchasing Power," "Reuse," and "Waste Reduction." Environmental Shopping Campaign. Eight one-page brochures on topics for consumer purchasing and disposal. Contact Vermont Department of Environmental Conservation, Agency of Natural Resources, 103 South Main Street, Waterbury, VT, 05676. Tel: (802) 244-7831.

Vermont

"Diapers: Cloth Versus Disposables, It's Your Choice." Discusses the pros and cons of various diapering options, including landfill impacts and comparative costs. Contact Vermont Department of Environmental Conservation, Recycling and Resource Conservation Section, Agency of Natural Resources, 103 South Main Street, Waterbury VT 05676. Tel: (802) 244-7831.

Education Campaigns - Other States

Vermont

Statewide multi-media recycling/reduction campaign. Seven-page fact sheet and "how to" guide for running a statewide multi-media campaign. Addresses topics and ideas to think about in planning and implementing a campaign, such as campaign purpose, developmental process, establishing campaign goals, and road blocks. Other items covered include public relation guidelines, suggestions and recommendations. Two sample news releases are included. Contact Vermont Solid Waste Management Division, 103 South Main Street, Waterbury, VT 05671. Tel: (802) 244-7831.

Reuse - Other States

Maryland

"Don't Dump, Donate." One-page brochure on building supplies accepted for donation by the local transfer station. Contact Montgomery County Department of Environmental Protection, Division of Solid Waste Management, 101 Monroe St, Rockville, Maryland 20850. Tel: (301) 217-2380. In association with The Loading Dock, Non-Profit Building Supply Recycler, 2523 Gwynns Falls Parkway, Baltimore, MD 21216. Tel: (301) 728-DOCK.

New York

"Reuse It." One-page brochure on generic consumer reuse information. "Reuse It or Lose It!." Eleven-page booklet on consumer reuse and recycling. Contact New York State Department of Environmental Conservation, Bureau of Waste Reduction and Recycling, 50 Wolf Road, Room 200, Albany, NY 12233-4015. Tel: (518) 457-7337.

Composting - Other States

Alabama

"Backyard Composting." Large, colorful, slick paper bi-fold with nicely presented information on the hows and whys of composting on the inside of the flyer, with random information scattered around on the outside of the flyer. When opened, the flyer could be used as a small "How to Compost" poster. Produced by the Alabama Cooperative Extension Service, Auburn University, AL 36849-5612.

New York

"Easy Backyard Composting." Bi-fold flyer which provides information on how to set up a backyard composting system. Contact Bureau of Waste Reduction and Recycling, Division of

Solid Waste, New York State Department of Environmental Conservation, 50 Wolf Road, Albany, NY 12233-4015. Tel: (518) 457-7337.

New Jersey

"GRASS, Cut It and Leave It, An Introduction to Environmentally Friendly Lawn Care," and "GRASS, Cut It and Leave It, An In-Depth Look at Environmentally Friendly Lawn Care." Bi-fold flyers. Both provide basic information on reasons to leave grass clippings on the lawn and other environmentally friendly lawn care tips. Some language is directed specifically at New Jersey residents, but the flyers also contain good general information, also. Contact New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management, Office of Recycling and Planning, 428 E. State Street, CN 402, Trenton, NJ 08625. Tel: (609) 292-1553.

Household Hazardous Waste - Other States

Delaware

"Three Rs for the 90s." Home audit kit. A guide to help make your residence an environmentally friendly place. Contact Delaware Department of Natural Resources and Environmental Control, 89 Kings Highway, PO Box 1401, Dover, DE 19903. Tel: (302) 739-3822.

Oregon

"How To Keep Your House From Becoming a Hazardous Waste Site." A 1992 brochure that becomes a wall chart when opened. It lists proper disposal techniques for household hazardous waste. Contact Portland METRO, 2000 SW First Avenue, Portland, OR 97201-5398.

Oregon

"Safer Substitutes For Household Hazardous Products." A 1992 (updated) brochure on smart shopping methods and recipes for making homemade alternatives to common household

hazardous products. Contact Portland METRO, 2000 SW First Avenue, Portland, OR 97201-5398.

Vermont

"Safe at Home - How to Defuse the Toxic Time Bomb in Your Home." A comprehensive 23-page booklet discussing the problems and solutions associated with household hazardous materials. Lists alternatives to commonly used items. Also has a resource directory (for Vermont residents). Printed in 1991 by Tracy McIntyre for Northeast Kingdom Waste Management District, P.O. Box 4250, St. Johnsbury, VT 05819. Tel: (802) 748-1220.

Vermont

"Let's Talk Trash, Household Hazardous Products and Alternatives: A Citizen's Briefing." Bi-

fold flyer designed to raise reader awareness to be smarter shoppers and how to make homemade cleaning products. A 1991 publication. Contact Central Vermont Regional Planning Commission, 26 State Street, Montpelier, VT 05602. Tel: (802) 229-0389.

Vermont

"Household Hazardous Products ... Deserve Your Attention!" Bi-fold that has information on identifying, storage, disposal and purchasing alternatives for household hazardous products. The inside opens up to show a chart which lists typical household hazardous products and alternatives. Probably printed in 1992. Contact Recycling and Resource Conservation Section, Vermont Agency of Natural Resources, 103 South Main Street, Waterbury, VT 05671-0407. Tel: (800) 932-7100 or (802) 244-7831.

Vermont

"The Vermont Household Hazardous Products Shelf Labeling Program." A 24-page booklet which contains the following information: Program Information and Overview, Program

Installation and Maintenance, Easy to Follow Diagrams, Household Hazardous Products Categories, Products Exempt from the Program (this is a name-brand listing of items), Program Materials Reordering, and How to Obtain On-Site Information. Printed in 1992. Contact Recycling and Resource Conservation Section, Agency of Natural Resources, 103 South Main Street, Waterbury, VT 05671-0407. Tel: (800) 932-7100 or (802) 244-7831.

Business Waste Reduction - EPA; Other States

EPA

To order more copies of the following EPA publications, contact U.S. Environmental Protection Agency, RCRA Information Center (5305), 401 M Street SW, Washington, DC 20460.

Waste Prevention, It Makes Good Business Sense, EPA 530-F-93-008, September 1993.

Waste Prevention, Companies Cut Waste In The Workplace, EPA 530-K-92-005, November 1993.

Business Guide for Reducing Solid Waste, EPA 530-K-92-004, November 1993.

Minnesota

For a copy of the following case studies of Minnesota businesses which have successfully implemented waste reduction and recycling programs, as well as other information on source reduction, contact Minnesota Office of Waste Management, Waste Education Clearinghouse, 1350 Energy Lane, St. Paul, MN 55108. Tel: (612) 649-5482.

"Source Reduction Case Study: County Courthouse and Garages." Describes Itasca

County waste reduction program based on the concepts of reduce, reuse, refill and repair. The efforts employed saved the county \$46,544 annually. Printed in 1992.

"Waste Source Reduction: A Business Case Study - Grand Rapids Herald Review."

Description of the newspaper's waste reduction program. The efforts described resulted in a \$12,914 annual cost savings for the newspaper. Printed in 1992.

"Waste Source Reduction: A Hospital Case Study - Itasca Medical Center." Describes waste reduction at a 108-bed community hospital with a 35-bed convalescent nursing care facility. Efforts employed resulted in a \$11,030 annual cost savings for the hospital. Printed in 1992.

Commercial/Industrial Source Reduction & Recycling (CISRR) project case study was completed in July 1993.

Minnesota

Minnesota Technical Assistance Program (MnTap) provides technical assistance to help businesses reduce and recycle industrial (hazardous) wastes. They have information available on request. Contact MnTAP, 1313 - 5th Street SE, Suite 207, Minneapolis, MN 55414-9923. Tel: (612) 627-4646.

New Jersey

"Waste Audit Manual for New Jersey State Agencies." 33-page manual on how to perform a waste audit in a state agency in order to identify and overcome constraints to recycling and to identify means for reducing the waste stream through changes in operations and purchasing. Manual includes worksheet, statewide contacts, and a bibliography. Printed July 1992. Contact New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management, Office of Recycling and Planning, Bureau of Source Reduction and Market Development, 428 E. State Street, CN 402, Trenton, NJ 08625. Tel: (609) 292-1553.

Ohio

"Waste Reduction Guide for Ohio's Business and Industry, Positive Waste Management for Ohio." 66-page booklet with comprehensive information on how to set up a solid waste reduction and recycling program in your business. Case studies are provided which highlight a variety of businesses and their waste reduction and recycling efforts. Printed 1991. Contact Ohio Department of Natural Resources, Division of Litter Prevention and Recycling, 1889 Fountain Square Court, Building F-2, Columbus, OH 43224-1331. Tel: (614) 265-6844.

Business Assistance - General Information; Other States

50 Simple Things Your Business Can Do To Save The Earth, Earth Works Press, 1991. A

paperback book, 120 pages, available for \$6.95. This book is a great resource for any business. The 50 simple ideas can be used as a menu for a waste reduction program. Topics cover coffee mugs, office paper, fax machines, cleaning supplies, lighting, water use, vehicle fleets, composting, indoor air quality, toner cartridges and more. This book is inexpensive enough to use as a guide for waste auditors, or to offer to any local business willing to make a commitment to reduce waste. It is also a good resource to have for reference. Quantity discounts are available. Contact Earth Works Press, 1400 Shattuck Ave, Box 25, Berkeley, CA 94709.

Illinois

"Action Guide for Office Waste Reduction and Recycling." Copyright 1992. An action plan for office waste reduction and management, includes clip art. Contact The Illinois Chamber Center for Business Management, Chicago, IL. Even though a complete address and phone number are not available at this time, this may be worth pursuing for the information it contains.

Maine

"Fact Sheet: Source Reduction Options for Businesses and Industry." Two pages of waste reduction tips for office, restaurant, retail and industry. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333-0154. Tel: (207) 287-2651.

Maine

WASTECAP Maine Commercial Waste Reduction and Recycling Program. The material describes a free waste reduction and recycling consultation service provided to small businesses of 50 employees or less. This may provide ideas for a similar effort in Washington. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333-0154. Tel: (207) 287-2651.

New Hampshire

"Reducing Your Wastes: An Overview for Business." Environmental Fact Sheet NHDES Technical Bulletin #WMD-1991-14. Four-page discussion on source reduction, reuse and composting for businesses. Contact New Hampshire Department of Environmental Services, 6 Hazen Drive, Concord, NH 03301-6509. Tel: (603) 271-2925.

New Jersey

"How to Reduce Waste and Save Money: Case Studies for the Private Sector." Case descriptions of waste reduction efforts from 15 different businesses. Contact New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management, Office of Recycling and Planning, Bureau of Source Reduction and Market Development, 840 Bear Tavern Road, CN 414, Trenton, NJ 08625-0414. Tel: (609) 530-8599.

Oregon

"Priority #1: Waste Reduction, A Waste Reduction Handbook." Lists fifty ways to reduce business-generated wastes. Contact Oregon Department of Environmental Quality, Solid Waste

Reduction and Planning Section, 811 SW Sixth Avenue, Portland, OR 97204.
Tel: (503) 229-5782.

Solid Waste Management Plans - Other States

New York

"Waste Prevention in New York City." 38 pages. Highly informative (at least lots of stuff) regarding waste prevention. Table of waste prevention potential of each of New York City materials. Issue discussions, such as: Integration into Management Decision-making; Quantity-based User Fees; Policies to Stimulate the Use of ReUsables, etc.; Commercial Waste Reduction; Material-based Strategies, such as direct mail, bulk waste, food waste, etc. Policy analysis and policy tools. Even though an address and phone number are not available at this time, this may be worth pursuing for the information it contains.

New York

"Tompkins County Draft Solid Waste Management Plan and GEIS." 20 pages. Basic comprehensive solid waste management plan information/discussion of issues from New York. Contact Tompkins County Solid Waste Division, Botswick Road, Ithaca, NY 14850. Tel: (607) 273-6632.

New York

"Onandaga County Solid Waste Management Plan." Eight pages. Plan covers waste reduction, recycling and reuse with the following headings: Controlling Product Packaging; Mandatory Municipal Solid Waste Reduction for Commerce; Changing Consumer Habits, Evaluation of Alternatives; Impacts of Waste Reduction Program; Unavoidable Adverse Impacts of Waste Reduction Programs; Mitigation Measures for Impacts of Waste Reduction Programs; Irreversible, Irrecoverable Commitments of Resources; and Source Separation (description, system design, voluntary vs. mandatory). Even though an address and phone number are not available at this time, this may be worth pursuing for the information it contains.

Awards - Other States

Maine

Governor's Waste Reduction Award for Public Sector. Recognizes public agencies which have adopted recycling and waste reduction programs, procured recycled products and raised public awareness. Contact Governor's Public Sector Waste Reduction Award, Maine Waste Management Agency, State House Station #154, Augusta, ME 04333-0154.
Tel: (207) 287-5300.

Pennsylvania

Governor's Waste Minimization Award - 1991. These awards are divided into three categories: industrial, municipal, and recycling market development. The industrial category focuses on companies that minimize their generation of residual or hazardous waste, while the municipal category concentrates on source reduction and recycling programs for household waste. The market development category recognizes efforts to build markets for recyclable materials. Recycling programs were dominant in most of these awards. One innovative marketing tool in Beaver County is worth noting here. The Beaver County Times and county dairy farmers formed an alliance to promote the use of old newsprint for cattle bedding. One farmer rates the newsprint as "the best material I have ever used for bedding." For more information on this program, call Jack Mitchell, Beaver County Times, at (412) 775-3200. For more information about the Governor's Awards, contact Bureau of Waste Management, Pennsylvania Department of Environmental Resources, PO Box 2063, Harrisburg, PA 17105-2063. Tel: (717) 787-7382.

Reports - Other States

California

"California Integrated Waste Management Board - Annual Report." 60 pages. The Annual Report provides information on the California Integrated Waste Management Board and its responsibilities: oversight of public information/education efforts, oversight of local government waste management, and market development. The report also describes current waste management trends in California and the waste reduction, recycling and composting programs that are mandated for implementation. Good summary of California waste management legislation. California Integrated Waste Management Board, 8800 Cal Center Drive, Sacramento, CA 95826. Tel: (916) 255-2200.

Delaware

"Three Rs for the 90s - Pollution Prevention Program - Annual Report for the State of Delaware." 13 pages. In 1990, the State of Delaware passed the Waste Minimization/Pollution Prevention Act to facilitate the reduction of waste generated in Delaware. The Annual Report covers the "Three Rs for the 90s - Reduce, Reuse, Recycle" initiative in four primary economic sectors: business, households, agriculture and government. Concise presentation of activities, which include among others: Green Industries Initiative; Waste Exchange; Industry Roundtable; Voluntary Reduction Program for Industry; Home Audit Kit; Pesticide Disposal; Dead Bird Composting; and Economic Development. Contact Pollution Prevention Program, Delaware Department of Natural Resources and Environmental Control, 89 Kings Highway, PO Box 1401, Dover, DE 19903. Tel: (302) 739-3822.

Maine

"Recycling: A Guide for Maine Towns." Nine pages. The waste reduction chapter has the

following headings: Comparing Waste Reduction to Recycling; Paths to Achieve Waste Reduction; Examples of Waste Reduction in Governments and the Private Sector; Techniques for Waste Reduction; What Towns Can Do to Achieve Waste Reduction (the largest section); Measure Your Results; State Efforts to Assist Local Waste Reduction and Recycling Programs (consumer education, commercial, public/private, economic incentives, labeling). \$5 for the complete guide. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333. Tel: (207) 289-5300.

Maine

"Integrated Waste Management Priorities in Maine - A Progress Report." Three-page fact sheet. A short description of each of Maine's waste management priorities: Waste Reduction and Reuse; Recycling; Composting; and Incineration. Each with sub-headings, such as Generation, Toxics Reduction, Packaging and Education for Waste Reduction and Reuse; bullet points of major projects or legislation included under sub-headings. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333. Tel: (207) 289-5300.

New Jersey

"The Emergency Solid Waste Task Force Report." Lists recommendations that New Jersey must implement in order to achieve a 60% recycling rate by 1995. The report relates more to actions that a state may take to achieve recycling and source reduction goals. Contact New Jersey Department of Environmental Protection and Energy, Division of Solid Waste Management, Office of Recycling and Planning, Bureau of Source Reduction and Market Development, 428 E. State Street, CN 402, Trenton, NJ 08625. Tel: (609) 292-1553.

General Information - Other States

Others

"The Green Consumer Letter;" "The Green Business Letter." Monthly newsletters with tips for waste reduction. Subscriptions \$97/year. Published by Tilden Press Inc., 1526 Connecticut Avenue NW, Washington, D.C. 20036. Tel: 1-800-955-GREEN.

Guide to Resource Efficient Building Elements. Book; \$20.00 ppd. A guide for builders for resource efficient and recycled building materials. By the Center for Resourceful Building Technology, PO Box 3866, Missoula, MT 59806. Tel: (406) 549-7678.

Arkansas

Arkansas has a number of local and innovative source reduction programs. Programs include: 1) "Enviroshopping: Shopping with a Concern for the Environment," an educational presentation developed by the University of Arkansas for civic and community organizations. 2) Reuse Paper Project: turning one-sided paper into note pads. A local junior high school won an EPA Region VI Environmental Excellence Award for this project. 3) One city is converting old washing

machines into waste receptacles for use in public areas. 4) A non-profit group, Ozark Recycling Enterprise, uses Vista Volunteers to work on a "smart shopping" campaign. There are a few other projects. Contact Solid Waste Division, Arkansas Department of Pollution Control and Ecology, 8001 National Drive, PO Box 8913, Little Rock, AR 72219-8913.

Connecticut

"Let's Change Our Wasteful Ways Like This..." Poster-size wall calendar encircled by 12 recycling posters designed by 4th, 5th and 6th grade students from Connecticut's public schools. The calendar is the end product of a poster contest sponsored by the Connecticut Dept. of Environmental Protection. Contact Connecticut Department of Environmental Protection, Waste Management Bureau, Recycling Division, 165 Capitol Avenue, Hartford, CT 06106. Tel: (203) 566-5847.

Maine

"The Waste Watcher." Eight-page newsletter from the Maine Waste Management Agency. Focuses on waste reduction. It provides "good ideas" for reducing waste; describes activities underway by businesses in Maine; and suggests programs for reducing waste at the local level. Of note, Maine's solid waste reduction management priorities: Reduce, Reuse, Recycle, Compost, Incinerate, Landfill. There is also a brief article on Maine's mandatory business recycling requirements effective July 1, 1992: Mandatory recycling of office paper and cardboard is required of businesses with 50 employees or more. By July 1, 1993, recycling of office paper and corrugated cardboard will be mandatory of businesses employing 15. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333-0154. Tel: (207) 287-5300.

Maine

"Fact Sheet: Waste Reduction." Two-page fact sheet on waste reduction; the layout is clean and concise. Covers fairly standard suggestions for reduction. The fact sheet addresses cost saving through waste reduction. Good ideas to incorporate. Contact Maine Waste Management Agency, Office of Waste Reduction and Recycling, State House Station #154, Augusta, ME 04333-0154. Tel: 1-800-662-4545.

Maine

"Camping, Recreation and Waste Reduction." Tri-fold informational brochure outlining the "do's" and "don'ts" of waste reduction while camping. Topics covered include burning wastes, packing in an out of non-burnable recyclables, items to bring on a trip, and items not to bring on a camping trip. Good information for the novice camper. Contact Maine Waste Management Agency, State House Station #154, Augusta, ME 04333-0154. Tel: 1-800-662-4545; or Bureau of Parks and Recreation, Maine Department of Conservation. Tel: (207) 287-3821.

Minnesota

"The Resource - Perspectives on Minnesota Waste Issues." 12-page newsletter. A state report which briefly highlights Minnesota's waste reduction activities on a bi-monthly basis. Articles

include: A report of Minnesota Source Reduction Network (MnSRN); Measuring Something That Isn't There: How is it Possible to Measure Reduced Waste?; State Fair Exhibit Successful and other county news briefs. Good exchange of issues and ideas with contact sources. Inserted was an entry form for a contest publicizing what Minnesota kids are doing about waste. Contact Newsletter Editor, Minnesota Office of Waste Management, 1350 Energy Lane, St. Paul, MN 55108. Tel: (612) 649-5791.

Minnesota

"Source Reduction Fact Sheet." Source reduction definition, tips for source reduction, examples of source reduction activities, how to measure results, basics on how to do pilot programs. Contact Minnesota Office of Waste Management, Waste Education Clearinghouse. Tel: (612) 649-5784 or 1-800-877-6300.

Minnesota

"Steps to Implement a Source Reduction Program." Two one-page fact sheets of step-by-step planning and techniques for implementing a source reduction program and continuing the program. Contact Minnesota Office of Waste Management, Waste Education Clearinghouse. Tel: (612) 649-5482 or 1-800-877-6300.

New York

"New York City Waste Reduction Handbook." Nine pages (brochure may be more than this reprint). Addendum to local Solid Waste Management Plan in New York City. Interesting layout and graphics targeted to urban worker/resident. Major headings, such as Waste Prevention Begins at Home; Stop Buying Trash; Waste Reducing Recipes; Are You Wasting Away at Work?; Remember to Recycle (with a local picture of a very tall woman with a funny pointed hat). Last page has address and a warning that its the law and people must recycle. Contact Sanitation Action Center, Tel: (212) 334-8590; or write Recycling, 125 Worth Street, New York City, NY 10013.

New York

"Hey, Lighten Up! Operation Separation's Guide to Waste Reduction." One-page brochure. Informative brochure with graphics. Catchy headings, such as Make a Mountain into a Molehill; It's off to Work We Go; etc. Contact Director of Recycling and Waste Reduction, Onondaga County Resource Recovery Agency, 100 Elwood Road, North Syracuse, NY 13212-4312. Operation Separation Hotline: () 453-2870.

New York

"Reduce, Reuse, Separate and Recycle!" One-page brochure, three panels. Mostly waste reduction; mostly text. Contact Bureau of Waste Reduction and Recycling, Division of Solid Waste, New York State Department of Environmental Conservation, 50 Wolf Road, Albany, NY 12233-4015. Tel: (518) 457-7337.

North Dakota

"Waste Reduction and Reuse." Three-page fact sheet on how North Dakotans can help

contribute to a cleaner environment and reduce solid waste problems at home and at work. Offers 10 brief and basic tips on waste reduction, with emphasis upon smart shopping. Draws from a number of sources for its information, all of which are listed. Well written and presented. Worth reviewing for its conciseness. This publication was developed in August 1991. Contact Hazardous Waste Program, Division of Waste Management, North Dakota State Department of Health and Consolidated Laboratories, PO Box 5520, Bismarck, ND 58502-5520. Tel: (701) 221-5166.

Pennsylvania

"Ecology Inventory." Fun, one-page, self-rating Ecology inventory containing 45 suggestions/things you can do to protect the environment. Suggested that it be placed on your refrigerator for daily reflection. Can be photocopied for distribution to students. Copyright, 1990 Springhouse Corporation. Contact Springhouse Corporation, 1111 Bethlehem Pike, Springhouse, PA 19477.

APPENDIX B
DEPARTMENT OF ECOLOGY PUBLICATIONS
ON WASTE REDUCTION AND RELATED ISSUES

For copies of the publications listed below, please contact the Publications Distribution Center, Washington State Department of Ecology, PO Box 47600, Olympia, WA 98504-7600. Tel: (206) 407-7202.

General

Department of Ecology Publications Listing. Lists all Ecology publications.

Education

Waste Reduction and Recycling Public Education, Manual and Catalog, Publications #90-54 and 90-55, December 1990

A-Way With Waste, A Waste Management Curriculum for Schools, Third Edition, Publication #90-12, 1984, 1985, 1990. A comprehensive waste management education program. The foundation of the program is the A-Way With Waste curriculum, a K-12 multi-disciplinary 602-page classroom activity guide that responds to the need to reduce waste and increase recycling. The program includes information on waste reduction, recycling, landfilling, incineration, litter control, hazardous waste management, household hazardous waste, and waste and water. Please note: A brochure describing the A-Way With Waste program is also available.

How To Make Waste Reduction and Recycling Happen in Your School, Publication #91-38.

1991-92 School Waste Reduction and Recycling Awards, Program Summary, Publication #92-02.

1992-93 School Waste Reduction and Recycling Awards, Program Summary, Publication #92-102.

Solid Waste

Guidelines for the Development of Local Solid Waste Management Plans and Plan Revisions, Publication #90-11, March 1990.

The G.O.L.D. Manual, Methods to Assist State Agencies and Institutions in the Development of Waste Reduction and Recycling Plans, Publication #90-69, January 1991.

The G.O.L.D. Plan, A Strategy for Waste Reduction and Recycling at State Government Facilities, Publication #90-67, January 1991.

Ecology's G.O.L.D. Plan, A Model Waste Reduction and Recycling Plan for State Agencies, Publication #92-79, August 1992.

A Study of 18 State Procurement Policies and Practices to Promote Waste Reduction and Markets for Recyclables, Publication #90-41, August 1990.

Incorporating Waste Reduction Concepts Into Higher Education Curricula: A Final Summary Report. Spring 1991. Survey conducted for the Department of Ecology by Social and Economic Sciences Research Center, Washington State University, Pullman, WA 99164-4014. Tel: (509)335-1511.

1992 Washington State Waste Characterization Study, July 1993.

Volume 1: Executive Summary, Publication #93-45.

Volume 2: Component Survey Approach, Publication #93-46.

Volume 3: Generator Survey Approach, Publication #93-47.

Volume 4: Characterization of Special Wastes, Publication #93-42.

Volume 5: Residential Household Survey, Publication #93-43.

Volume 6: Commercial Generator Survey, Publication #93-48.

Yard Waste Composting Manual, Publication #90-32, August 1990.

Interim Guidelines for Compost Quality, Publication #94-38, April 1994.

Community Choices, Local Success: A Look at Solid Waste Management in Washington State, Publication #94-124, August 1994. 50-pages. A booklet identifying representative examples of successful waste reduction and recycling efforts throughout the state.

Waste Reduction Tips. A one-page sheet listing waste reduction tips at the store, home, and work, how to reduce the use of paper, how to get off junk mail lists, and handbooks on waste reduction.

Moderate Risk Waste

Moderate Risk Waste Fixed Facility Guidelines, Publication #92-13, March 1992, Revised May 1993.

Household Hazardous Waste

~~Turning the Tide on Toxics in the Home, A Guide to Safer Alternatives and Proper Disposal of Hazardous Household Products, February 1990. *No longer available.*~~

Planning Guidelines for Local Hazardous Waste Plans, Publication #87-18, 1987.

Pollution Prevention Planning Guidance Manual for Chapter 173-307 WAC, Publication #91-2, January 1992.

Implementation Guidelines for Local Hazardous Waste Plans, Publication #92-14, July 1992.

Toxic Reduction Technical Assistance Plan, Publication #92-35, March, 1992, Revised July 1992.

Business

Waste Reduction In Your Business, Publication #89-56, February 1991.

Reducing Waste In Your Business. 4-page compilation of information from Ecology, U.S. EPA, King County, KING 5 TV, Neighborhood Business Council, City of Seattle, Snohomish County, and Washington State Recycling Association.

Commercial Waste Reduction and Recycling Manual, Publication #90-36, September 1990, Revised January 1992.

Success Through Waste Reduction, Proven Techniques From Washington Businesses, Publication #90-22. A number of case studies dealing mostly with hazardous waste.

Other

Environmental Project Action Guide, A Handbook of Ideas, Techniques, Information, and Practical Solutions to Improve the Environment Where We Live, Work and Play, 1994 Earth Day Edition, Publication #90-61, Revised January 1994.

Training Resources for Waste Management Coordinators, Publication #94-57, April 1994. Variety of training, but primarily in the hazardous waste field.

APPENDIX C
OTHER PUBLICATIONS ON WASTE REDUCTION
AND RELATED ISSUES

Waste Prevention Tool Kit For Local Governments by Ellen Z. Harrison and Richard J. Angell, 1992. Cornell Waste Management Institute, Ithaca, NY. This book was reprinted with permission and distributed to local governments as part of the Waste Reduction Manual publication.

You Can Cut It! A Complete Guide To Reducing Indiana's Solid Waste at the Source by Indiana Department of Environmental Management and Indiana Recycling Coalition, Inc., 1993. Indiana Department of Environmental Management, Indianapolis, IN. This book was reprinted with permission and distributed to local governments as part of the Waste Reduction Manual publication.

Business/Commercial Waste Reduction Manual by Christopher, T. Riffe, 1993. Panhandle Health District, Coeur d'Alene, ID. This book was reprinted with permission and distributed to local governments as part of the Waste Reduction Manual publication.

EPA Publications Copies of the following publications were provided to local governments:

Waste Prevention, It Makes Good Business Sense, EPA 530-F-93-008, September 1993.

Waste Prevention, Companies Cut Waste In The Workplace, EPA 530-K-92-005, November 1993.

Business Guide for Reducing Solid Waste, EPA 530-K-92-004, November 1993.

The Consumer's Handbook for Reducing Solid Waste, EPA 530-K-92-003, August 1992.

To order more copies of these publications, contact U.S. Environmental Protection Agency, RCRA Information Center (5305), 401 M Street SW, Washington, DC 20460.

Getting At The Source, Strategies For Reducing Municipal Solid Waste by the World Wildlife Fund & The Conservation Foundation, 1991. Contact World Wildlife Fund & The Conservation Foundation, Baltimore, MD. Book orders should be delivered to WWF Publications, PO box 4866, Hampden Post Office, Baltimore, MD 21211. Tel: (301) 338.6951.

Recycling Coordinator, "Reducing Waste in the Workplace." February 1994, Vol.2, Issue No. 1. Lists eight in-depth steps on planning and implementing a waste reduction program best suited to a particular business or organization. Contact Recycling Coordinator, Suite 152, 76

North Maple Avenue, Ridgewood NJ 07450. Tel: (201) 670-9223.

The Solid Waste Mess: What Should We Do With The Garbage? by North American Association for Environmental Education (NAAEE). First book in a series of Environmental Issues Forums (EIF) books, 1992. Groups interested in using the EIF materials and adapting the forum approach as part of their own programs can contact the Environmental Issues Forum Coordinator, North America Association for Environmental Education, Suite 400, 1255 - 23rd Street NW, Washington, DC 20037. Tel: (202) 467-8753. Fax: (202) 862-1947. Additional copies of this issues book can be obtained for \$4.98 (U.S.) each from the NAAEE Publications and Member Services Office, PO Box 400, Troy, OH 45373. Tel: (513) 339-6835. Fax: (513) 335-5623. Discounts are available for orders of more than ten books.

BioCycle - Journal Of Composting And Recycling "Managing Yard Trimmings Special Report." September 1993. The JG Press, Inc., 419 State Avenue, Emmaus, PA 18049. Tel: (215) 967-4135.

Making Less Garbage, A Planning Guide For Communities by Bette K. Fishbein and Caroline Gelb, 1992. INFORM, Inc., 381 Park Avenue South, New York, NY 10016-8806. Tel: (212) 689-4040. Fax: (212) 447-0689. Contains case studies of waste reduction and information on measurement.

Preferred Packaging Procurement Guidelines. A voluntary program to promote purchasing, by the retailing industry, of packaging which will minimize disposal impacts on the environment and stimulate recycled materials markets. A publication of the Washington Retail Association, January 1992 (reprinted July 1992).

Business Waste Reduction Audit Manual by the Spokane Regional Solid Waste Disposal Project, February 1989. Contact Spokane Regional Solid Waste Disposal Project, West 808 Spokane Falls Blvd., Spokane, WA 99201. Tel: (509) 456-7403.

53 Simple Things Universities and Colleges Can Do to Reduce Waste by Resource Integration Systems, Ltd., May 1991. Contact Integrated Solid Waste Management Office, Board of Public Works, City of Los Angeles, 200 N Spring Street, Los Angeles, CA 90012. Tel: (213) 237-1444.

Commercial Waste Reduction Audit Manual by R.W. Beck and Associates, Pacific Energy Institute, Morley and Associates, January 1989. Prepared for the City of Seattle Solid Waste Utility under the Environmental Allowance Program. Contact Seattle Solid Waste Utility, 710 Second Ave, Suite 505, Seattle, WA 98104-1713. Tel: (206) 684-4684.

Profiting From Waste Reduction In Your Small Business, A Guide to Help You Identify, Implement and Evaluate an Industrial Waste Reduction Program. by David Wigglesworth, 1988. Contact Alaska Health Project, 431 West 7th Avenue, Suite 101, Anchorage, Alaska 99501.

Tel: (907) 276-2864.

Thurston County Home Waste-Not Guide, 1992. (Revised annually or as needed). Contains 19 seven- by nine-inch cards, double-sided printing, in a folded packet. Topics covered are Solid Waste; It's Not a Dump Anymore; Reduce, Reuse & Recycle; Composting, It's Hot!; Getting It Picked Up; Household Hazardous Waste - Say What?; Who Ya Gonna Call? A post card (with survey questions) is enclosed to request updates. Contact Thurston County Public Works, Solid Waste Section, 2000 Lakeridge Drive SW, Olympia, WA 98502. Tel: (206) 754-5136 or 1-800-624-1234, ext. 5136.

Use It Again, Seattle! A Money-Saving guide to Repairing, Reusing, and Renting Goods in Seattle. Forty-nine page booklet. A local directory for repairs, rentals, second hand stores, and charities with some general information and household tips in each category. Also contains free coupons for Seattle businesses. Contact Seattle Solid Waste Utility, Room 505 Dexter Horton Building, 710 Second Ave, Seattle, WA 98104-1713. Tel: (206) 684-4684.

Your Business Can Profit By Producing Less, How On Earth Do You Do It?. Tri-fold brochure offering businesses the opportunity to have county assistance in designing and implementing waste reduction activities. Contact Business Recycling Program, King County Solid Waste Division, 400 Yesler Way, Suite 600, Seattle, WA 98104-2637. Tel: (206) 296-4356.

Organizing Rural Household Waste Collections. 32-minute video, 1992. This tape shows how two rural counties in Washington (Klickitat and Asotin) organized their Household Hazardous Waste Collections - how they financed them, how they publicized them, how they recruited volunteers, and finally, how they fared when collection day finally arrived. Local governments will find this program a useful guide. Produced by Washington State University, Pullman, WA 99164. Contact Ecology Eastern Regional Office1 (509) 456-2926, SCAN 545-2926; or Ecology Headquarters (206) 407-6093; SCAN 407-6093.

The Paperless Office? - It Pays...In So Many Ways! Tri-fold brochure. Contact METRO, 600 NE Grand Avenue, Portland, OR 97232-2736.

Second Impressions Count! Copy on Both Sides. You'll look good... and help save trees, water, energy, air quality, landfill space and a whole lot more. Poster folded in half to contain case studies of waste prevention programs at schools and businesses. Contact METRO, 600 NE Grand Avenue, Portland, OR 97232-2736.

Packaging and the Environment, Real-World Mathematics Through Science by Christine V. Johnson, 1994. This book is one of the middle-grades instructional modules created and field-tested by the Washington MESA (Mathematics, Engineering, Science Achievement) curriculum project. "Washington MESA operates on the premise that effective classroom materials should facilitate connections between classroom and real-world mathematics and science. Staff members and teachers work with scientists, mathematicians, and engineers to outline each

module. Pilot modules are tested in middle-school classrooms, then revised using feedback from the teachers." Innovative Learning Publications, Addison-Wesley Publishing Company, Menlo Park, CA.

Waste Reduction and Recycling - Make It Part of Your Day! October 1992. Looseleaf notebook. This is an integrated waste management guide for grades 7-12 curriculum. Contact Thurston County Public Works, Solid Waste Section, 2000 Lakeridge Drive SW, Olympia, WA 98502. Tel: (206) 754-5136 or 1-800-624-1234, ext. 5136.

Industrial Waste Reduction and Recycling in Idaho, April 1991. Contact Idaho Department of Health and Welfare, Division of Environmental Quality, 1410 North Hilton, Boise, ID 83706. Tel: (208) 334-5879.

Proven Profits From Pollution Prevention, Case Studies in Resource Conservation and Waste Reduction, by Donald Huisingh, 1986. Contact Institute for Local Self-Reliance, 2425 - 18th Street NW, Washington DC 20009. Tel: (202) 232-4108.

Proven Profits From Pollution Prevention, Case Studies in Resource Conservation and Waste Reduction, Volume II, by Larry Martin, 1989. Contact Institute for Local Self-Reliance, 2425 - 18th Street NW, Washington DC 20009. Tel: (202) 232-4108.

APPENDIX D
ECOLOGY CONTACTS

To share your success stories or other resource materials, please send them to:

Washington Department of Ecology
Solid Waste Services Program
300 Desmond Drive
PO Box 47600
Olympia, WA 98504-7600
(206) 407-6093; SCAN 407-6093

For assistance, depending upon the type of waste, contact either the Solid Waste Services Program or the Hazardous Waste and Toxics Reduction Program at the locations below.

Washington Department of Ecology
Central Regional Office
Solid Waste Services Program
106 South 6th Avenue
Yakima, WA 98902-3387
(509) 575-2491; SCAN 558-2491

**For Benton, Chelan, Douglas, Kittitas,
Klickitat, Okanogan, Yakima counties**

Washington Department of Ecology
Eastern Regional Office
Solid Waste Services Program
North 4601 Monroe, Suite 200
Spokane, WA 99205-1295
(509) 456-2926; SCAN 545-2926

**For Adams, Asotin, Columbia, Ferry,
Franklin, Garfield, Grant, Lincoln, Pend
Oreille, Spokane, Stevens, Walla Walla,
Whitman counties**

Washington Department of Ecology
Northwest Regional Office
Solid Waste Services Program
3190 160th Avenue SE
Bellevue, WA 98008-5452
(206) 649-7000; SCAN 354-7000

**For Island, King, Kitsap, San Juan, Skagit,
Snohomish, Whatcom counties**

Washington Department of Ecology
Southwest Regional Office
Solid Waste Services Program
PO Box 47775
Olympia, WA 98504-7775

**For Clallum, Clark, Cowlitz, Grays Harbor,
Jefferson, Lewis, Mason, Pacific, Pierce,
Skamania, Thurston, Wahkiakum counties**

(206) 407-6300; SCAN 407-6300