

# RESOURCES FOR BUSINESSES

## CITY OF PALO ALTO RECYCLING PROGRAM



**Palo Alto Recycling Program**

**Use less, recycle the rest.**

City of Palo Alto Public Works Department

The resources listed below are available to Palo Alto businesses, at no additional charge. Please contact the Recycling Program at (650) 496-5910 or [recycling@cityofpaloalto.org](mailto:recycling@cityofpaloalto.org)

- Brochures
- Business Recycler Newsletter (Quarterly)
- Labels
- Technical assistance:
  - Waste reduction, reuse, recycling
  - Implementing Zero Waste practices
  - Helping start a program, improve upon it or keep it going
  - Educating employees, attending employee events
  - Waste assessments
  - Becoming a certified Santa Clara County Green Business
  - Improving purchasing practices to include recycled content products and Environmentally Preferred Purchasing
- Annual office “clean out” collection service for large quantities of paper and cardboard
- Labels and containers for use inside your business (see below)



Recycling Crate  
(dark green plastic)  
18”w x 12”h x 15”d  
Good for the kitchen/break room.



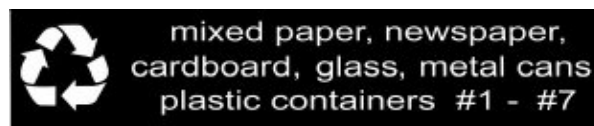
Deskside Recycling Box  
(cardboard)  
13”w x 16”h x 9”d  
Good for under the desk.



Recycling Bin  
(black corrugated plastic)  
16”w x 16”d x 30”h  
Good for central areas.



Used/Draft Paper Tray  
(cardboard)  
11”w x 4”h x 11”d  
Good next to copiers and printers. Paper used on one side can be reused for draft copies or scratch paper.



Label  
(vinyl)  
15.5” x 3.5”  
Good for labeling containers you already have in place.

# Business Paper Clean-out/Recycle Day Service

(No additional cost!)

Planning a file clean-out for your office that's going to create more paper and cardboard recycling than your blue recycling carts can hold? Call PASCO for the "Business Paper Recycle Day" service. This service is available to your business once per year at no additional cost. PASCO will deliver up to two large bins to handle your paper recycling needs.



Features of the service:

- Available on a first-come, first-served basis.
- Available one time per calendar year to each business with a refuse utility account. (If you are a tenant in a multi-tenant building the refuse account holder must authorize the service.)
- Call in advance and schedule to have one or both bins delivered.
- Each bin is the equivalent in volume to four blue wheeled recycling carts.
- Only paper (e.g., office paper, junk mail, newspaper, catalogs, magazines) and small quantities of flattened cardboard are allowed in the bin(s). Your business is responsible for the proper use of the bin(s).
- Your business can have the bin(s) for up to five business days.
- PASCO will empty the bins daily, Monday through Friday, if needed. Daily service must be scheduled in advance for the next day.
- There is no additional cost for bin delivery or service.

Call PASCO at (650) 493-4894 to schedule this service.

## Make A Difference, Become A Green Business



The Green Business Program is a voluntary regional program for certifying and recognizing businesses that operate using environmentally sound practices. To be certified "green", participants must be in compliance with all regulations and meet program standards for conserving resources, preventing pollution and minimizing waste.

- There is no charge to become a certified Green Business.
- Implementing waste reduction, reuse, and recycling practices helps the environment and your bottom line.
- The County of Santa Clara and the City of Palo Alto will help you with the process and provide technical assistance. Rebates and other incentives are available.

For more information or to enroll, visit <http://greenbiz.sccgov.org> or call (408) 441-4329.

What certified Palo Alto Green Businesses are saying,

*We've had lots of customers comment about our certification- they think it's great- and potential customers are factoring it into their choice as well.* - Service Manager, Rosenthal Service

*We began with a recycling program that has cut our solid waste by more than 50%. We have also reduced our energy and water bills significantly by replacing inefficient lighting and installing low flow toilets. The program has been well received by all our employees and we feel we are making a difference!* -Operations Manager, Park Avenue Motors