

TOWN OF ITHACA– TOWN HALL WASTE ASSESSMENT REPORT



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May 13, 2013

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This report outlines specific steps for creating a successful ReBusiness 4R Program. Use the clickable blue links in the Table of Contents on the left to navigate the report. Included with the report are tools to help you in improving the Town of Ithaca's program, such as signs, decals, and recycling bins.

Thank you for participating in the program, please know that our assistance is available at any time during implementation of these recommendations. Feel free to [contact us](#) should you have any questions or comments regarding your waste assessment.

Look for these symbols throughout this report:

H = Indicates a section addressing your waste management "headache".

\$ = Indicates a section that highlights potential savings or avoidable costs.

E = Indicates a section that highlights quick and easy opportunity that could be done today.

EXISTING PRACTICES

ORGANIZATION PROFILE

Town Hall is located at 215 N. Tioga Street in Ithaca. The Town of Ithaca owns this 20,500 square foot building, which is shared with Ithaca Town Court; another portion of the building is leased to the Post Office. There are approximately 20 employees who utilize the building between the hours of 8 am and 4 pm. However the building is also occupied beyond these hours due to flex-time, evening meetings of the board or community, and court for the Town of Ithaca. There are private offices, cubicle spaces, and two conference rooms, in addition to the “Board Room”, copy room, downstairs break room and kitchen, workout room, IT room, file storage, additional office spaces, recycling storage, back loading dock, reception area, and a document center.

EXISTING WASTE REDUCTION EFFORTS

RECYCLING & COMPOST COLLECTION FOR:

- Deposit containers
- Electronics
- Fluorescent tubes
- Single stream recyclables
- Toner cartridges

REDUCTION & REUSE THROUGH:

- 2-Sided copying
- Binder reuse
- Considering archive options
- Use of bulk condiments
- Use of cloth kitchen towels
- Distributing documents electronically
- Use of refillable products
- Use of reusable dishware
- Scrap paper reuse
- Providing a water cooler



Break room waste handling

PURCHASING THE FOLLOWING GREEN PRODUCTS:

- Recycled content folders
- Note pads with 40% post consumer recycled content
- Post-Its with plant based adhesive

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WASTE MANAGEMENT “HEADACHE”

The Town of Ithaca Town Hall has indicated that a common waste management “headache” is the handling of unwanted hard drives, discarded electronics, and batteries.

WASTE HANDLING:

The images below highlight elements of the waste handling system. For a more detailed description, please see the Materials Handling Flow Chart.



Lobby area trash can



Deposit container collection, in break room



Board Room trash and recycling



Six to eight years of hard drives



Contents of trash dumpster



Supply storage & reuse, in basement

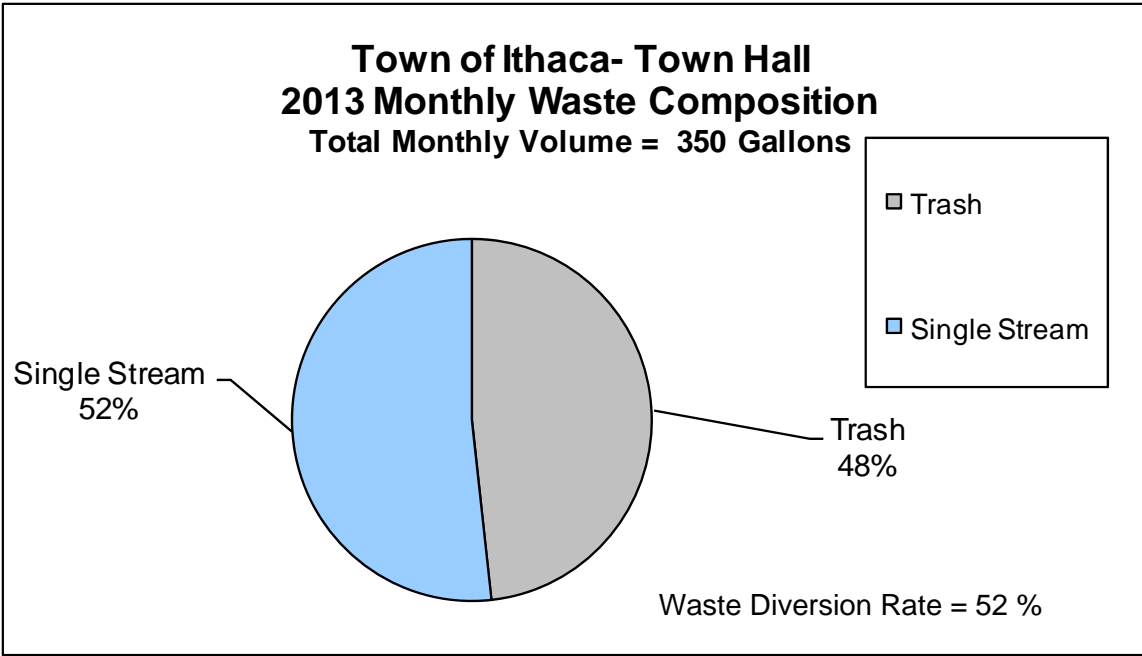
WASTE CHARACTERIZATION:

Waste generation increases slightly during the summer, with the presence of interns in the offices. It was reported that paper and paper towels are the types of materials most commonly generated at Town Hall. The following materials were observed in trash cans during the assessment and are assumed to be typically found in the waste stream:

- Cardboard
 - Paper
 - Pizza Boxes
- } Single Stream Recyclables
- Hard Drives
 - Plastic Film
 - Rechargeable Batteries
- } Additional Recyclables¹
- Coffee Cups
 - Paper Plates
 - Paper Towels
- } Compostable
- Food Wrappers
 - Latex Gloves
 - Mesh Bags
 - Padded Mailers
 - Styrofoam®
- } Trash



¹ Plastic bags and film may be recycled at the Recycling and Solid Waste Center (RSWC).

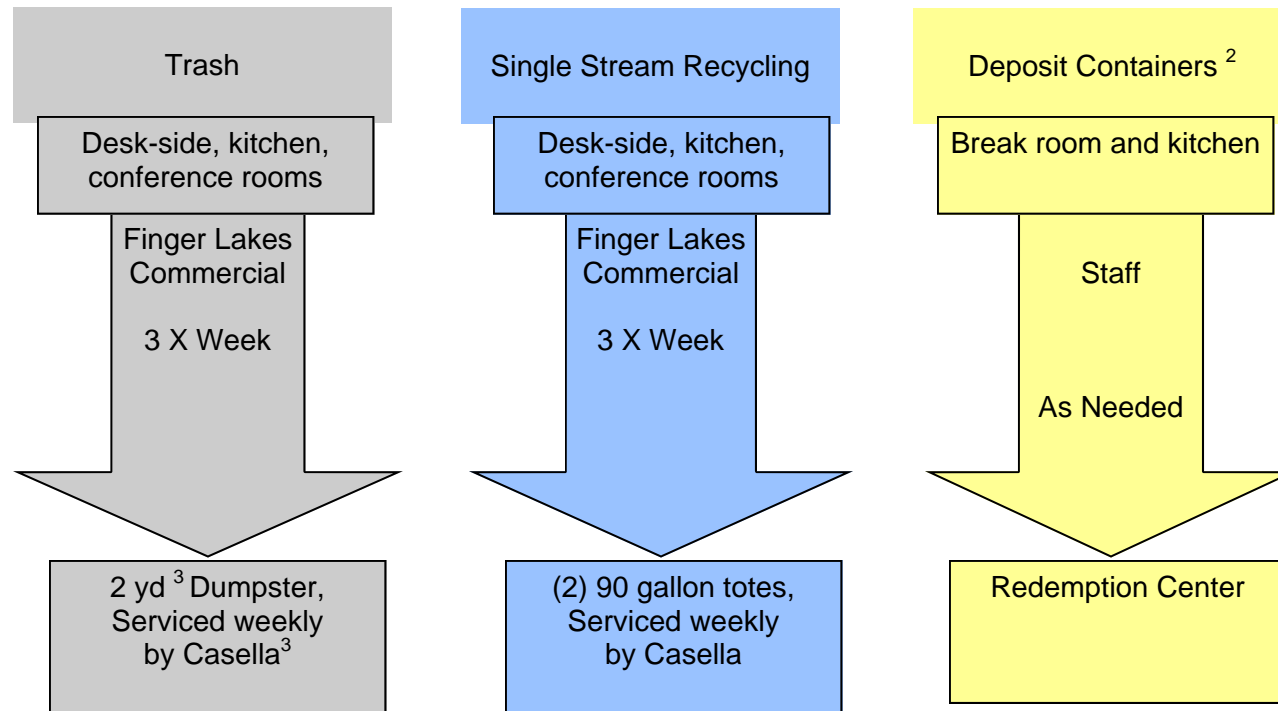


Town Hall Waste Composition Volumes

Trash= Approximately 170 gallons per week

Single Stream Recyclables= Two 90 gallon totes per week

MATERIAL HANDLING FLOW CHART¹



ABBREVIATION KEY

Casella = Casella Waste Systems

NOTES:

1. A square represents a location and an arrow represents a movement.
2. Deposit containers were noted as part of the waste stream, but volumes and precise handling were unknown, so this material has been omitted from the Waste Diversion Pie Chart on page 4 of this report.
3. The trash dumpster is shared with the Post Office.



PLANNING A REBUSINESS PARTNER 4R PROGRAM:

Tips and Suggestions

"Reduce, Reuse, Recycle, Rebuy"

CONDUCT A WASTE ASSESSMENT to understand your current waste management practices and identify opportunities for improvement.

√ Completed May 13th, 2013.

GAIN EMPLOYEE SUPPORT

- ◇ Seek support from upper management.
- ◇ Identify a waste reduction coordinator.
- ◇ Organize a Green Team to plan, design, implement, and maintain the program. Include representation from various departments, and input from the cleaning contractors.

ESTABLISH GOALS AND OBJECTIVES

Review the following sections with your team for suggestions to help you design a successful program and improve existing efforts. Maintain momentum for the program by assigning realistic due dates to each task.



- ◇ Strengthen the **RECYCLING** program
- ◇ Implement a **COMPOSTING** program
- ◇ Increase waste **REDUCTION & REUSE**
- ◇ Adopt **REBUY** (green purchasing) practices

PROMOTE AND EDUCATE

Encourage employees and residents in these efforts. Education and promotion will be an ongoing effort that can strengthen the program and help gain public recognition. Make sure information is up-to-date.



- ◇ Kick-off with an announcement outlining a new official policy. *See attached sample guidelines: Recycle in Tompkins County*
- ◇ Display signs, posters and public information to promote the program.
- ◇ Include proper waste disposal information as part of new employee and intern orientation.
- ◇ Provide education about the 4R program at employee training sessions.
- ◇ Use a variety of media to present updates and reminders and to promote the program. This may include, but is not limited to:
 - * Emailing recycling tips and reminders
 - * Posting flyers
 - * Dedicating a set amount of time at each staff meeting to discuss and solicit feedback about the program
 - * Providing educational seminars
 - * Posting program information on Town of Ithaca's website, blog, or other internal communication
 - * Arranging a presentation where Solid Waste representatives or other specialists can provide information and answer questions
- ◇ Offer incentives that motivate employees to participate in the program. Use some of the money diverted from trash disposal costs to fund workplace improvements or small gifts.
- ◇ Emphasize that there isn't additional work with the new recycling and compost program, only a modification of the waste collection protocol.
- ◇ Promote the program at special events that Town Hall hosts.



EVALUATE THE 4R PROGRAM'S EFFECTIVENESS

- ◇ Seek employee feedback and review procedures that were implemented.
- ◇ Conduct additional waste assessments.
- ◇ Identify cost savings and determine the volume of waste reduced.
- ◇ Acknowledge successes and contributions to the program.

KEEP IT CURRENT

Make adjustments to the program based on your evaluations. Be sure to keep communication open and seek input from employees. Share program information and updates periodically.



RECYCLING

Internal Collection Suggestions:

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- ◇ Utilize uniform recycling bins with decals.
- ◇ Post recycling guidelines in key locations, such as the break room and copy room.
- ◇ Provide a recycling bin next to each trash can throughout the building, including the lobby.
- ◇ Clearly label recycling bins in all areas, including those in the board room and at desks.
- ◇ Consider designating a formal collection area for additional recyclables, such as plastic bags and film, batteries, electronics, etc.



External Collection Options for Trash and Recycling:

- ◇ Biweekly County curbside collection. Businesses are limited to 300 gallons of material—including stacked cardboard—on an every-other-week basis.
 - ◇ Weekly curbside collection: Businesses in the City of Ithaca can contract for a weekly collection service, with the same volume limitations of the biweekly County curbside collection. Contact the City Chamberlain for more information at 274-6580.
 - ◇ Self-haul to Recycling and Solid Waste Center (RSWC): Businesses may bring their recyclables to the RSWC at 160 Commercial Avenue, Monday-Saturday, 7am-3:30pm. *Refer to the Recycling Guidelines pamphlet for more information.*
 - ◇ Contract with private hauler: If generating volumes greater than the County weekly curbside limit, contract with a private hauler to provide and service recycling totes or a dumpster. [Refer to the list of licensed haulers online.](#)
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RECYCLING

ACCEPTABLE ITEMS

COMMON RECYCLABLE MATERIALS

Cardboard & Mixed Paper

e.g. Pizza boxes, cereal boxes, newspaper, mail, magazines, paperback and hardcover books, & office paper

**MORE
ITEMS**

Glass Containers

e.g. Clear, green, & brown food and beverage containers

Metal Cans & Foil

e.g. Aluminum foil, food cans, & empty aerosol cans



Through Plastics

e.g. Plastics marked #1 - #7 including bottles, tubs, & carry-out containers

Paper Milk & Juice Cartons

e.g. Drink boxes, soy milk, & soup boxes

Small Rigid Plastics

e.g. Flower pots, small plastic toys, & other hard plastics up to the size of a 5-gallon bucket

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ADDITIONAL ITEMS - Can be recycled at the Recycling and Solid Waste Center

- Batteries – lead acid & rechargeable
- Electronics
- Fluorescent light bulbs & tubes
- Freon® units*
- Hazardous Waste ^h
- Large rigid plastics
- Plastic grocery bags & film – labeled #2 or #4, e.g. bread and produce bags
- Propane tanks
- Scrap metal
- Textiles
- Tires*
- Yard Waste

* - There is a fee for these items.

^h - Visit our website to find the drop-off event dates and to register in advance

COMPOST

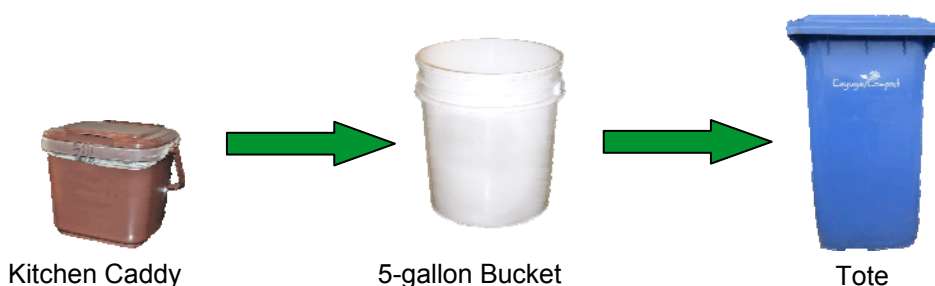
Internal collection suggestions:

- ◇ Establish a formal compost collection system. In addition to meeting and break room food waste, paper towels could be collected with compost in a commercial system.
- ◇ Utilize uniform compost bins with decals.
- ◇ Post composting guidelines in key locations, such as kitchens and break rooms.
- ◇ Reevaluate trash service frequency and cost with possible smaller volumes.



Explore employee education options:

- ◇ Tompkins County Solid Waste Representatives are available for educational presentations.
- ◇ Contact Adam Michaelides at acm1@cornell.edu about arranging a presentation through Cornell Cooperative Extension's Compost Education program.









Commercial collection options for composting:

- ◇ For more information contact Mary Proctor at Cayuga Compost (607) 387-6826 to discuss service levels and pricing. www.cayugacompost.com

COMPOST

COMPOSTABLE MATERIALS ACCEPTED AT CAYUGA COMPOST

 <p>BREAD, GRAINS, & BEANS</p>	 <p>FRUITS & VEGETABLES</p>	 <p>PAPER NAPKINS & CUPS</p>
 <p>MEAT, FISH, & BONES</p>	 <p>EGGS & DAIRY</p>	 <p>COMPOSTABLE DISPOSABLES</p>

REDUCE & REUSE

REDUCE WASTE

- ◇ Set printer default settings to double-sided when possible. Draft Town Hall policy that includes waste reduction through this and similar methods.
- ◇ Research the feasibility of a LEED certified electric hand dryer for the bathroom.
- ◇ Refer to the “Reducing Unwanted Mail” brochure to learn how to decrease the volume of junk mail that is received. Sign-up for Catalog Choice to remove Town Hall and staff from mailing lists by visiting <https://www.catalogchoice.org/> to sign up.
- ◇ Consider providing reusable or compostable cups for the water cooler, as well as a reusable cup for the Keurig machine.
- ◇ Consider using hanging waste baskets, produced by companies like Busch Systems, to conveniently collect small amounts of trash.
 - * Smaller trash promotes less waste.



REUSE

Formalize reuse policies and consider options to reuse surplus equipment:

- ◇ Utilize the Tompkins County reuse policy as a template for a formal policy for the Town of Ithaca.
- ◇ Local options include The ReUse Center, located in the Triphammer Mall (www.fingerlakesreuse.org) Craig's List (www.craigslist.com) The Freecycle Network (www.freecycle.org) Salvation Army (www.salvationarmyusa.org) Rescue Mission (<http://www.rmsyr.org/stores/thrifty-shopper-store-locations/ithaca-thrifty-shopper/>) Catholic Charities (<http://www.catholiccharitiesst.org/>)
- ◇ Utilize the Northeast Recycling Council's Reuse Marketplace (<http://www.reusemarketplace.org>).



REBUY



ADOPT GREEN PURCHASING PRACTICES

- ◇ Purchase products with recycled content such as office paper.
- ◇ Purchase green tip fluorescent bulbs that contain less mercury.
- ◇ Avoid purchasing single-use products, such as disposable wipes. Replace with reusable microfiber cleaning cloths and a multipurpose spray, if possible.
- ◇ Consider purchasing compostable disposable serviceware, when reusable is not practical. Companies like EcoProducts may be a place to start looking.
- ◇ Contact the cleaning contractor to determine the feasibility of using green cleaning products, as well as recycled content paper towels.
- ◇ Reduce Styrofoam packaging by inquiring with suppliers about packaging take-back programs.



Material Handling in Tompkins County: What you need to know

The following recommendations are designed to help a business manage and reduce its hazardous waste. For more information, please call 273-6632.

Why do these regulations matter?

Hazardous waste materials have properties that make them dangerous or potentially harmful to human health or the environment, if they are not handled and disposed of properly. These hazardous products have the potential to poison, corrode, explode or ignite due to their chemical make-up.

Hazardous waste recycling is *mandatory* in Tompkins County. Additionally, improper disposal of mandatory recyclables is a violation of the *Mandatory Recycling Law*, [Chapter 140](#) of the Tompkins County Code, and carries a fine when convicted.

Conditionally Exempt Small Quantity Generators (CESQGs)

Non-household generators that qualify as a [CESQG](#) can apply to utilize Tompkins County's permanent hazardous waste facility to dispose of its hazardous waste in a cost-effective and environmentally-sound manner.

A generator is a CESQG if in a calendar month:

- They generate no more than 220 lbs of hazardous waste and no more than 2.2 pounds of acute hazardous waste, AND
- They store no more than 2,200 pounds of hazardous waste and 2.2 pounds of acute hazardous waste. For more information or to obtain an application form, call 273-6632.

Fluorescent Bulbs

- Manage bulbs in a manner so that breakage is minimized
 - ◊ Save empty fluorescent bulb boxes to store spent bulbs in
 - ◊ Label storage boxes "Used Lamps" and with an accumulation start date
- Purchase green end cap lamps, which contain less mercury.
- Recycle bulbs by contacting a certified recycler or through Tompkins County Solid Waste's [program](#). CESQG's must register for the program and pay a small fee for these items.

Computers and Electronics

- Computers can be recycled at Tompkins County's RSWC, after registering and weighing-in at the scale house, or through the manufacturer, thanks to the [NYS Electronic Equipment Recycling and Reuse Act](#).
- Consider following [EPEAT](#) certification standards to purchase greener computers and electronics.
- Consider renting or leasing equipment instead of buying outright.
- Upgrade portions of a system instead of the entire computer and look to buy products that can be partially upgraded.
- Donate unwanted computers to local agencies such as the Finger Lakes ReUse eCenter or Computer All-Stars.
- Computers must be recycled under NYS c7 scrap metal exemption, meaning that the scrap metal must be recycled, or disposed of as hazardous waste.



Batteries

- Invest in [rechargeable batteries](#) and a charger for dry cell batteries (some battery chargers are solar-powered). Rechargeable batteries can be recycled through manufacturers, retailers, and Tompkins County's RSWC. These items should not be sent to the landfill.
- Increase the life of dry cell batteries by storing them safely in a cool, dry place.
- Purchase equipment that does not require batteries.
- Set-up your own recycling program through www.rbrc.org or <http://earth911.com/recycling/mail-back-programs-recycling-from-home/#batteries>



RECYCLE SINGLE STREAM

RECYCLE

- ✓ Office & Shredded Paper
- ✓ Newspaper & Magazines
- ✓ Cardboard & Pizza Boxes
- ✓  Through  Plastics
- ✓ Small Rigid Plastics
- ✓ Metal Cans & Foil
- ✓ Paper Milk & Juice Cartons
- ✓ Glass Containers



www.RecycleTompkins.org

- No**
- ✗ Plastic Bags
 - ✗ Styrofoam[®]
 - ✗ Drinking Glasses
 - ✗ Pyrex[®]
 - ✗ Compostable Plastics
 - ✗ Hangers
 - ✗ Coffee Cups



Tompkins County's ReBusiness Partners Program thanks you for doing your part.