

B) Please estimate how full your recycling bins are each week.

Fill Rate	Number of carts/totes	
	Paper	Container
100%		
75%		
50%		
25%		

Example

Fill Rate	Number of carts/totes	
	Paper	Container
100%	2	1
75%	0	1
50%	0	0
25%	0	0

Curbside Recycling

Check all items that your company currently recycles:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Office Paper | <input type="checkbox"/> Paperback books | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Junk mail | <input type="checkbox"/> Phone books | <input type="checkbox"/> Plastics (#1 and #2 bottles) |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> Paper bags | <input type="checkbox"/> Milk cartons/juice boxes |
| <input type="checkbox"/> Newspapers | <input type="checkbox"/> Cardboard | |
| <input type="checkbox"/> Boxboard | <input type="checkbox"/> Glass | |

Special recycling (must recycle at least two items)

Note: See correlating numbered businesses at the end of this application for more information.

Check all items that your company currently recycles:

- | | |
|---|---|
| <input type="checkbox"/> Batteries (Drop-Off Station) | <input type="checkbox"/> Plastic caps (Aveda) |
| <input type="checkbox"/> Electronics (computers, printers) (Drop-Off Station) | <input type="checkbox"/> Fluorescent/CFL bulbs (Drop-Off Station) |
| <input type="checkbox"/> Cell phones (Drop-Off Station) | <input type="checkbox"/> Incandescent bulbs (Gross Electric) |
| <input type="checkbox"/> Printer Cartridges (Cartridge World) | <input type="checkbox"/> Textiles (Drop-Off Station) |
| <input type="checkbox"/> #2 & #4 Plastics bags (Drop-Off Station) | <input type="checkbox"/> Donates used office furniture (ReUse Center) |
| <input type="checkbox"/> Styrofoam (Drop-Off Station) | <input type="checkbox"/> Building materials (Calvert’s Rolloff Containers/ReUse Center) |
| <input type="checkbox"/> #5 Plastics (Whole Foods) | |

Education (must provide at least one)

Check all that apply:

- Recycling and waste reduction practices are discussed during employee orientation.
- Staff is updated/reminded about company recycling and waste reduction practices, at least annually.
- Employee newsletter includes information and articles about recycling and waste reduction.
- Company publishes recycling and waste reduction activities in annual report.
- Recycle Ann Arbor has provided our staff with the following training(s): Recycling Zero waste

Sustainable Practices (must participate in at least three criteria in this section)

Our company participates in the following (check all that apply):

Green Purchasing

- Purchases office paper products with at least 30% post-consumer recycled content.
- Purchases recycle-content paper towels and/or toilet paper.
- Purchases other recycled products or products made of post-consumer recycled materials.
- Purchases refurbished computers or other electronics.
- Uses recycled paper for outsourced print jobs.
- Purchases and uses green cleaning products.

Reuse

- Reuses office materials (files, folders, envelopes, boxes, packing peanuts, etc).
- Creates scrap paper from one-sided paper copies.
- Has reusable dishes for staff use in the kitchen area.
- Provides reusable cups for employee use.
- Has cloth towels in kitchen or bathroom area for employee use
- Has cloth napkins for employee use

Waste Reduction

- Default printer settings for double-sided printing.
- Computer settings for narrow margins on printed documents.
- Has a composting program.
- Conducts an annual waste audit and updates waste reduction goals each year.

Energy Efficiency/Resource Conservation

- Asks employees to turn off lights and computers at the end of the day.
- Use of CFL bulbs.
- Task lighting at employee workstations.
- Use of low flow faucets or toilets.
- Lower water consumption by using of aerators on faucets and bricks or water bottles in toilet tank.
- Provides water cooler instead of bottled water.
- Energy efficiency settings on office equipment (computers, copiers, etc.)
- Use of power strips at employee stations that are turned off at the end of the day.
- Encourages employees to use alternative forms of transportation (carpooling, biking, bus, walking, etc.).
- Third-party energy audit of our office.

Community Involvement

- Participates in local environmental events such as Earth Day, Mayor’s Green Fair, and Huron River Day.
- Encourages staff to volunteer with local community environmental organizations.

Other

Please explain: _____

Written environmental policies (must have at least one)

Our company has the following written policies (check all that apply):

- Purchasing recycle-content and non-toxic products
- Recycling computers and other e-waste
- Recycling and waste reduction practices
- Internal zero waste practices
- Purchasing green cleaning products
- Employee orientation to company’s recycling and sustainable practices

Locations for Recycling Special Items

Recycle Ann Arbor

Calvert’s Roll-off Containers

7891 Jackson Rd.
Ann Arbor, MI 48103
(734) 426-2280

Cartridge World

893 W Eisenhower Pkwy, Suite B
Ann Arbor, MI 48103
(734) 213-1739

Recycle Ann Arbor

Drop-Off Station (DOS)

2950 E. Ellsworth
Ann Arbor, MI 48108
(734) 971-7400

Gross Electric

2232 S. Industrial Hwy.
Ann Arbor, MI 48104
(734) 665-8676

Recycle Ann Arbor

ReUse Center

2420 S. Industrial Hwy.
Ann Arbor, MI 48104
(734) 222-7880

Whole Foods Markets

3135 Washtenaw Ave
Ann Arbor, MI 48104
(734) 975-4500

Douglas J Aveda Institute

333 Maynard Street
Ann Arbor, MI 48104-2293
(734) 929-0453

990 W. Eisenhower Parkway
Ann Arbor, MI 48103
(734) 997-7500