

UCC/CLEAN Business

Allied Waste Customer Service: (510) 657-3500
 www.AlliedWasteAC.com

Season's Greetings to our business customers!

Allied Waste and the City of Union City wish to extend the warmest of holiday wishes to our local businesses. As our gift to you, we have researched ways to save you money, reduce waste and make your business more green. What more meaningful legacy can you leave the planet and future generations?

Reduce waste from office equipment

- * **Use less ink/toner.** Make your cartridges last longer by setting your printer default for draft or toner saver mode. Use an environmentally friendly font such as Ecofont—designed to consume 20 percent less toner/ink.
- * **Reuse cartridges.** Refill toner and ink cartridges instead of buying new ones. Whether you do it yourself or have it done professionally, you can refill an OEM (original equipment manufacturer) cartridge five times or more. Afterwards, recycle empties through the manufacturer, your office supply company, or another organization. (Do not place in your recycle bin).
- * **Extend battery life.** Turn off wireless mice and keyboards when not in use. Use rechargeable batteries.
- * **Donate office equipment.** Some nonprofits accept cell phones and chargers, computers and monitors, and other used office equipment. If that's not feasible, take them to Tri-CED's semi-annual free electronic waste collection.

Reuse containers

- * **You don't need special paper recycling containers.** Reuse empty boxes or waste baskets labeled with free recycling stickers from Allied Waste.
- * **Save mailing tubes, bubble wrap, and other packaging** for reuse.
- * **Reuse photocopy paper boxes** to file records instead of buying bankers boxes.
- * **Ask customers every time if they need a bag.** Never assume—they may have brought their own and been too slow or distracted to say so. Consider an incentive for customers to bring bags from home.
- * **Replace disposable cups with mugs.** Make use of reusable water containers instead of bottled water. Replace bottled water with a drinking water filtration system.
- * **Employ reusable shipping containers** instead of disposable ones. Use biodegradable packaging. Conduct an audit to see if you can reduce shipping waste.
- * **Buy concentrated cleaning products** you can use in a refillable bottle.

Extend the life of your light bulbs

- * **Use natural light.** Take advantage of the many sunny days we enjoy in Union City. To the extent possible, use sunlight to illuminate your store/office. Move your work station closer to the window.
- * **Turn off unnecessary lights.** Get into the habit of turning the light switch off when leaving a room. Consider motion sensors if necessary.
- * **Use fewer tubes.** When it makes sense, use a desk lamp instead of turning on ceiling fluorescent tubes. Can you remove some of the tubes in your light fixtures and still see well?
- * **Buy longer-lasting bulbs.** Spiral compact fluorescents last five times longer than incandescent bulbs and use 75 percent less energy. Other energy-efficient options: Fluorescent tubes last 5-10 times longer than halogen, and LEDs last 25 times longer.
- * **Eliminate decorative lights.** For example, skip the lights when decorating for the holidays.

Holiday collection schedule:

NOVEMBER 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010


S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

■ collection will be one day later than usual on these dates



Allied Waste Services of Alameda County
42600 Boyce Road
Fremont, CA 94538

ADDRESS CORRECTION REQUESTED

 This newsletter is printed on recycled paper using soy-based inks. Please recycle!

Use less paper

- * **Make two-sided copies.** Set printer defaults for double-sided printing and always photocopy in duplex mode.
- * **Make use of both sides.** Whenever possible, reuse paper printed on one side by making notes or printing drafts on the blank side. Reuse old business cards by jotting down appointments or phone numbers on the back.

Miscellaneous suggestions

- * **Make it easier to recycle than to dispose.** Employees recycle more when there is a mixed-recycling container under every desk. For trash such as tissues, they should have a litterbag or small wastebasket they empty themselves into a centralized trash container. Place recycling containers next to every printer, fax and copier. Put one in the break room for newspapers, beverage containers, microwave meal boxes, etc.
- * **Refurbish or donate office furniture** rather than dispose of it. Purchase previously owned furniture.
- * **Give customers and employees an experience** instead of a holiday gift. Examples include a golf outing, trip to the spa, tickets to Union City's 50th Anniversary Year-End Party, etc.
- * **Offer incentives** (a reserved parking space, extra vacation days, or other benefits) for employees who implement programs that reduce waste. Hold a contest for waste reduction ideas.
- * **Reuse coffee grounds as compost.** Some restaurants and coffee shops give grounds directly to customers, schools and nonprofits.
- * **Join Union City's Food Scrap Recycling for Business program** (the City pays 75 percent of disposal costs).
- * **Use compostable or reusable dishes,** utensils and takeout containers in your restaurant or company cafeteria.
- * **Take advantage of free assistance from StopWaste.org (877-786-7927) and Allied Waste.**

- * **Go paperless.** Take advantage of e-statements, automatic payments, online bill pay, and direct deposit. Ask vendors to bill you electronically. Provide invoices, brochures, newsletters, etc. as a PDF file. Use electronic software manuals. Use a projector for internal meetings to eliminate handouts. Send e-greetings instead of holiday cards.

- * **Avoid duplication.** Many businesses create and/or save multiple copies of the same document. Keep only electronic files if possible (such as a list of internal extensions), or share a paper copy (such as phone books).
- * **Blacklist junk faxes.** Some machines allow you to block specific phone numbers.
- * **Don't forget shredded documents.** Instead of recycling, use them as free packaging.
- * **Close the recycling loop.** Buy paper with recycled content.