

Become a Washington County Recycle at Work Business!



Recycle at Work
*from Metro and the Washington County
Cooperative Recycling Program*

Be recognized for your business' achievements. Complete the application below and submit it to:
WASHINGTON COUNTY, ATTN: RECYCLE AT WORK, SOLID WASTE AND RECYCLING,
155 N. 1ST AVE. MS5, HILLSBORO, OR 97124 • Electronically: RECYCLE@CO.WASHINGTON.OR.US
or Fax: 503-846-4990

Once your application has been received, a Recycle at Work representative will contact you to and
arrange a site visit to learn more about your business. Take this opportunity to showcase your
business.

Recycle at Work Business Application

BUSINESS INFORMATION

Company Name: _____

Date: _____ Number of Employees: _____

Address: _____

Contact Person: _____ Title: _____

Phone Numbers: _____

E-mail: _____

Internal Operations

Our business has a Recycling Coordinator or Green Team (required).

Name(s): _____

Responsibilities: _____

RECYCLING

Our business has recycling available at ALL workstations (required).

Our business collects all of the following materials for recycling:

Paper (office, colored, magazines, newsprint, scrap)

Aluminum

Cardboard

Plastic bottles and tubs

Glass

Other

Tin

PURCHASE RECYCLED PRODUCTS

All printer/copier paper we purchase is at least 30% post-consumer, recycled content (required).

Our business has adopted a written purchasing policy supporting the purchase of recycled
content products (required).

RECYCLE AT WORK BUSINESSES must purchase at least three additional recycled content items

Business cards

Print Cartridges

Paper clips

Company letterhead

Toilet tissue

Promotional Material

Envelopes

Writing pads

Binders

File Folders

Sticky notes

Colored Paper

Paper Towels

Staples

WASTE PREVENTION

Recycling is just one requirement of a Recycle at Work Business. To qualify for membership, your organization must also practice waste prevention (minimum of five waste prevention activities). The list below provides examples—other activities may also meet the requirements. Please list additional activities under OTHER or attach an additional sheet.

- Set copy machine default to double-sided printing
- Set printer defaults to double-sided printing
- Collect and reuse single-sided draft paper
- Provide incentives for paper reduction
- Use durable dishware and utensils
- Regularly use “Green” caterers and request waste-free services, such as durable dishware
- Designate location to collect office supplies for reuse
- Reuse packaging
- Compost/grasscycle yard clippings
- Have a system in place to consistently donate unwanted office supplies, computer equipment, and furniture
- Donate food
- Waste prevention educational outreach to employees
- Other _____

BEYOND RECYCLING

RECYCLE AT WORK BUSINESSES, in addition to reducing waste and recycling, participate in one additional activity that increases Washington County’s livability and enhances our overall environment. Below are a few examples.

- Use green power. Portland General Electric offers renewable energy such as solar, wind, and geothermal to all its business customers.
- Purchase office equipment with the ENERGY STAR label. This label indicates it meets energy efficiency standards. www.energystar.gov
- Have an energy audit. The Energy Trust of Oregon has an energy expert available to examine your building and make recommendations on opportunities to cut energy bills, 877-510-6800.
- Provide a subsidy or benefit to employees who walk, bicycle, carpool, or take public transportation to work.
- Replace company vehicles with hybrid vehicles.
- Invite outside educators to address your sustainability at staff meetings.
- Our additional recycling efforts include: _____

ELECTRONIC NEWSLETTER

- Our business receives Washington County’s electronic business newsletter (If not, please provide your e-mail address in the space provided below).
