



# Sustainability Program *for the Generations*

*The durable dish loan program provides accessible, convenient dishes for Washington County departments and divisions.*

*Our goal is to substantially reduce the amount of waste generated during group, department and County events. Currently, many events held within County offices use disposable dishware, wasting the resources that went into making and shipping them. Borrowing durable dishes is a vital step towards the County goal of reducing garbage by 25 percent.*

*The loan is free, which allows employees, departments and divisions to both save money and reduce waste by reusing resources. Either part or all of the set may be reserved for use, so long as they are available when a borrower contacts us.*

*Available for loan:*

- **220 plastic plates (70 large, 150 small)**
- **150 plastic cups (50 large, 100 small)**
- **150 stainless steel forks & spoons**
- **150 ceramic mugs**
- **2 plastic pitchers**
- **40 black tablecloths**
- **10 blue tablecloths**



## DURABLE DISH Loan Program

### HOW IT WORKS

#### Who Can Borrow Dishware

Washington County employees only. Preference will be given to departments and programs in the downtown Hillsboro campus due to logistics. Please email Sustainability in advance if you would like to borrow these items for a different location.

#### Cost

The dishware is loaned free of charge in order to foster a more sustainable Washington County. There is currently no cost for missing or damaged items. However, we ask borrowers to take proper care of the dishware and report damaged and lost items. We reserve the right to deny future requests if a borrower or group has repeatedly returned the dishware with broken, missing or dirty items.

#### Reservations

We encourage all staff to order dishware by email as far in advance of the event day as possible. Overlapping events are held by County staff on a weekly basis; to ensure that you can check out the required volume of dishware, please plan ahead.

## Dish Care

All dishware is clean and sanitized when loaned. Please contact us immediately if you find it is not. We expect the same level of care after using our dishware. The cleaning process requires two steps. Please scrape and rinse dishes at the location where they are used before packing them. When you return them, please schedule enough time to use the commercial dishwasher in the cafeteria to properly sanitize the dishes. Dishes are hot when they exit the dishwasher – please allow them to cool for a few moments, then dry with towels provided and repack using packing materials provided. Dishwashing should be completed during the hours of 8 a.m. - 3 p.m. and will take under 30 minutes. The Sustainability Program will give you an orientation to the dishwasher as part of your first check out. This dishwasher cleans all dishes at 180 degrees to ensure plates, silverware, cups and mugs are safe and healthy for reuse.

## Pick-Ups & Returns

The dish loan program is administered by the Washington County Sustainability Program. Please arrange to bring a cart with you when picking up the dishes and to return them to our office after sanitizing them in the dishwasher as described above.

## Contact & Hours of Operation

The Sustainability Program is located in the Facilities Building and the office is generally open Monday through Friday between 8 a.m. and 5 p.m. However, office hours may vary based on meetings and other requirements. The office is not open on Public Holidays. Please contact the office by email ([sustainability@co.washington.or.us](mailto:sustainability@co.washington.or.us)), or dial ext. 8857.

## Verifying Order

We encourage borrowers to please verify the number of items at pick up and before return. This is important to ensure the correct number of plates, silverware, cups or mugs are being taken away or being returned.

## FAQ

**Do you provide cutlery?** 150 metal forks and 150 metal spoons are available for checkout. No knives are provided at this time.

**Do you deliver?** No, the borrower must come to our office to pick up and to return their orders. Borrowers should bring a cart or other device to help transport large quantities of mugs or other items.

**Are there still cups and pitchers available for water at meetings?** Yes, the existing cup and pitcher loan program is still available. As with the durable dishware, you are advised to reserve well in advance of your need, although last-minute requests are honored if items are available.

**My organization is external to Washington County government – can we still borrow durable dishes?** No, the durable dish loan program is only available to employees and staff of Washington County.

**How is the durable dish loan program funded?** This program is a complementary service to all County employees. All items in the durable dish loan program were donated by employees – thank you! If you are interested in donating additional items, please contact Washington County Sustainability Program by email.

**Where are your dishes washed and sanitized?** Borrowers are required to wash and sanitize the dishes before return using the industrial-scale dishwasher and a dish sanitizer in the kitchen of the PSB between 8 a.m. and 3 p.m. The Sustainability Program will give you an orientation to the dishwasher as part of your first check out. All dishes are washed and sanitized at 180 degrees to ensure plates, cups and mugs are generally safe and healthy for reuse.

**Doesn't HHS loan durable dishes already?** HHS has a complete set of ceramic dishware and steel cutlery. However, during their temporary relocation to the Blanton Street location, they have suspended loans of this dishware at other County offices. The Sustainability Program will continue offering our durable dish loan even after HHS returns to the PSB, regardless of whether their dishes become available for loan in the future. This will increase the overall resources available to employees.