



# **THE WATERSHED**

## **WASTE ASSESSMENT REPORT**



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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 Watershed'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

## BUSINESS PROFILE

The Watershed is a bar and gathering space, in Downtown Ithaca, that is striving for zero-waste operations. It offers a conversational atmosphere for customers to enjoy tea, beer, wine, and cocktails, or a quiet book. The Watershed serves local foods, including cheese plates and macaroons.

The historic building contains a bar, seating areas, a prep room/closet, and a restroom. Downstairs, there is storage space, that may be rented in the future. The co-owners manage the operations of the business, with a commitment to sustainable practices and service. The Watershed has two full-time and five part-time employees and has been operating for over a year. There is little employee turnover, and staff are trained in waste handling, including extra efforts to reduce straws and plastic waste.

## EXISTING WASTE REDUCTION EFFORTS

### RECYCLING:

- Cardboard & mixed paper
- Corks
- Electronics
- Food scraps
- Redeemable bottles & cans
- Scrap metal
- Single stream recyclables

### REDUCTION & REUSE:

- Bulk condiments
- Cloth napkins & towels
- Digital menus
- LED lighting
- Milk crates
- No straw campaign
- Packaging (pallets, plastic bags)
- Paper through digital invoicing
- Rechargeable batteries
- Reusable dishware
- Refillable products
- Vendor packaging return



Above: Bar, designed with reused floor boards

Below: Lending library



## **H** WASTE MANAGEMENT “HEADACHE”

The Watershed has indicated that common waste management “headaches” are:

- ◇ Customer restroom waste handling
- ◇ Online retailer packaging

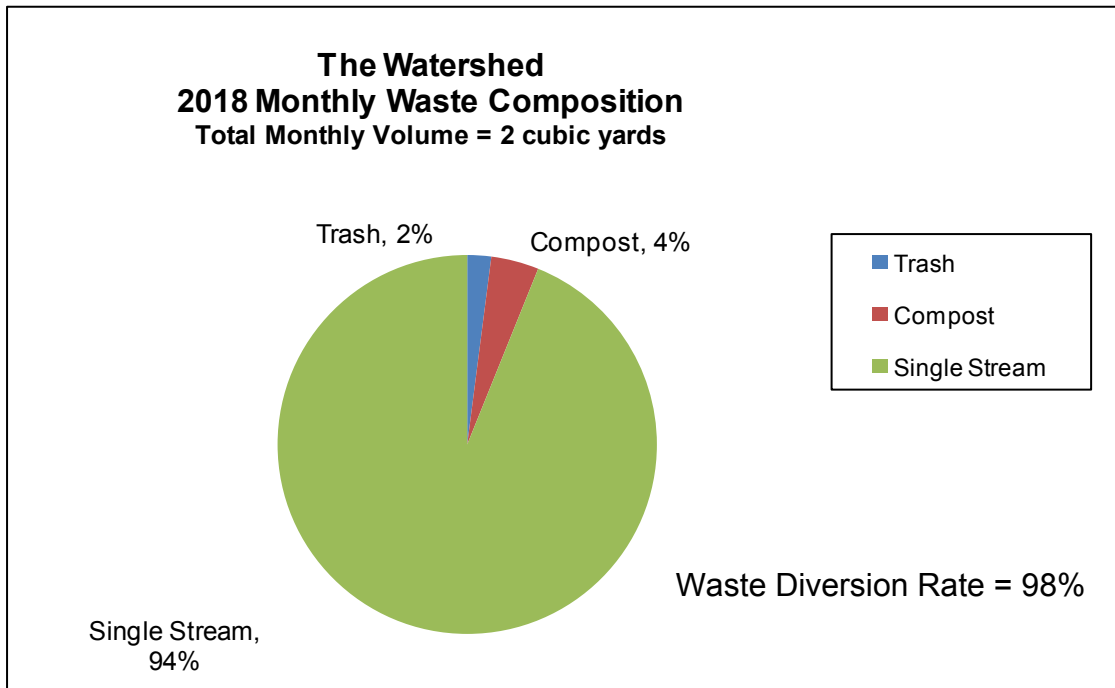
**WASTE CHARACTERIZATION:**

Waste generation is fairly steady and low throughout the year at The Watershed. It was reported that bottles, caps, and shrink wrap are most commonly generated item. The following materials were observed or discussed during the assessment and are assumed to be typically found in the waste stream:

- Aluminum Cans & Foil
  - Cardboard
  - Paper
- } Single Stream Recyclables
- Plastic Bags and Films<sup>1</sup>
  - Scrap Metal
- } Additional Recyclables
- Coffee Grounds
  - Food Scraps
  - Garnish Fruits
  - Paper Towels (Hand washing)
- } Compostable
- Sticker Backing
- } Trash



1. Plastic bags, wraps and film can be recycled at the Recycling and Solid Waste Center.



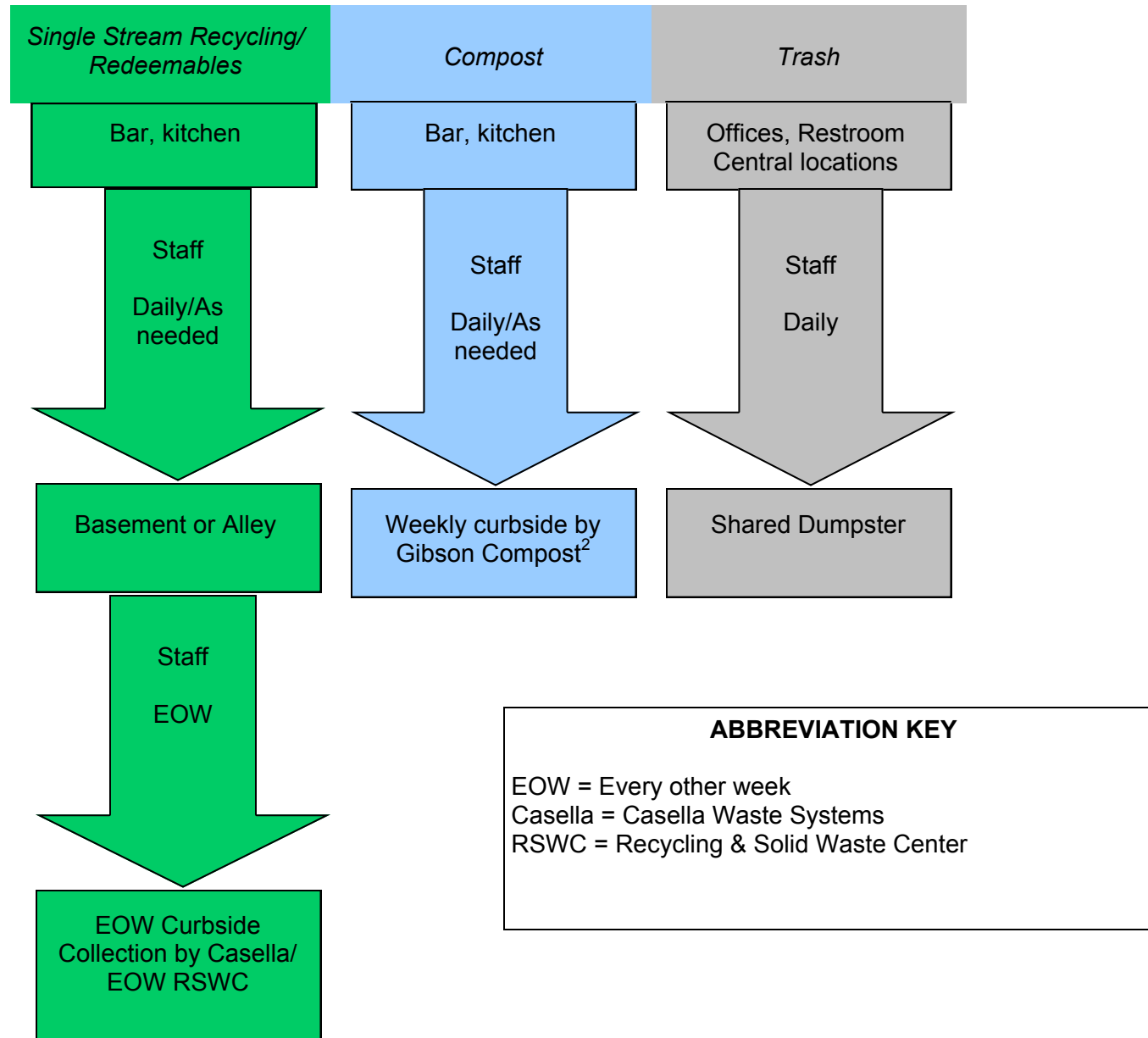
The Watershed Waste Composition Volumes

Trash = 3 gallons, weekly

Single Stream Recycling = 155 gallons, weekly

Compost = 5 gallons, weekly

# MATERIAL HANDLING<sup>1</sup>



**NOTES:**

1. A square represents a container for discarded items whereas an arrow represents movement to another location.
2. Food scraps over 5 gallons is brought to the RSWC as needed.





## WASTE HANDLING:

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



Bar waste sorting area



Reusable napkins



Cork recycling collection



Bulk & greener cleaning products



Redemption containers for vendor take-back



Outdoor waste bins

# 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 April 12th, 2018

### **GAIN EMPLOYEE SUPPORT**

- ◇ Formally announce The Watershed’s participation in the ReBusiness Partners Program.
- ◇ Identify a waste reduction coordinator.
- ◇ Seek support from team.

### **ESTABLISH GOALS AND OBJECTIVES**

Review the following sections 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 **RECYCLING** program
- ◇ Strengthen **FOOD SCRAP RECYCLING** program
- ◇ Increase waste **REDUCTION & REUSE**
- ◇ **REBUY**: Enhance official green purchasing practices. This could include reducing online purchases to reduce hard to recycle packaging.



### **PROMOTE AND EDUCATE**

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.
- ◇ Use a variety of media to present updates and reminders and to promote the program. This may include, but is not limited to:
  - \* Posting flyers
  - \* Posting program information on The Watershed’s website, blog, or other internal communication
  - \* Arranging a presentation where TCRMM representatives or other specialists can provide



### **EVALUATE THE 4R PROGRAM’S EFFECTIVENESS**

- ◇ Seek 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 employee. 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 bar and prep area.
- ◇ Consider adding signage for a formal collection area for additional recyclables, such as plastic bags and film, electronics, etc.
- ◇ Tompkins County Recycling & Materials Management representatives are available for educational presentations.



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## External Collection Options for Trash and Recycling:

- √ Biweekly County curbside collection. Businesses are limited to 200 gallons of material and 2 cubic yards flattened and stacked cardboard. Are they doing a
- √ Contract with private hauler: Businesses may contract with a private hauler to provide and service recycling totes or a dumpster. It may be beneficial to explore options of reduced trash service paired with increased recycling service. [Refer to the list of licensed haulers online.](#)
- √ 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.](#)



# RECYCLING

## ACCEPTABLE ITEMS

Nice ad

### COMMON RECYCLABLE MATERIALS

#### What's Accepted at the Curb:

##### Cardboard & Mixed Paper

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

##### Glass Containers

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

##### Metal Cans & Foil

e.g. Aluminum foil and pie plates, food cans and empty aerosol cans including whipped cream or hair spray

**ONLY!**



**Plastics**

e.g. Plastics marked #1, #2, #5 including bottles, tubs, carry-out and berry containers

##### Paper Cartons & Drink Boxes

e.g. Milk, soy, juice & soup boxes

**PLEASE**

*Empty all containers and rinse out any excess residue*

#### Additional Recyclables Accepted at Recycling and Solid Waste Center Drop-off Area:

- Batteries – lead acid and rechargeable
- Electronics
- Fire extinguishers
- Fluorescent light bulbs and tubes
- Fats, oils, grease (FOG) from cooking
- Food scraps
- Freon® and coolant units\*
- Rigid plastics, e.g. storage totes, laundry baskets & buckets
- Plastic grocery bags & film – labeled #2 or #4, e.g. bread & produce bags
- Propane tanks
- Scrap metal
- Textiles & clothing
- Tires\*
- Yard waste

\* -A solid waste permit and fee are required for these items. Items are subject to change without notice.



Visit [www.recycletompkins.org](http://www.recycletompkins.org) for drop-off event dates for Household Hazardous Waste and to register in advance, or call the TCRMM office. A solid waste permit is required.



# FOOD SCRAPS RECYCLING



## Collection suggestions:

- ✓ Consider implementing a formal food scraps recycling program at The Watershed. Cayuga Compost can accept all food scraps including meat, bones, dairy and coffee grounds, as well as paper towels/napkins.
- ✓ Clearly label food scraps receptacles and post food scraps guidelines in key locations.
- ✓ For collection, many individuals find 2 to 5 gallon containers with lids most efficient. Current bins pictured below:



- ◇ Compostable liners can be purchased from a number of local outlets to make collection clean and convenient; look for liners that are ASTM or BPI Certified.
- ◇ The RSWC can accept up to 10 gallons of food scraps per individual, per day at [drop-off locations](#).
- ◇ Natural Upcycling can provide a pick up service for larger volumes. See “Handling options” below.

## Explore employee education options:

- ◇ Tompkins County Recycling & Materials Management representatives are available for educational presentations.
- ◇ Contact Adam Michaelides at [acm1@cornell.edu](mailto:acm1@cornell.edu) about arranging a presentation through Cornell Cooperative Extension’s Compost Education program.







## Handling options for food scraps recycling:

- ◇ For more information about a Natural Upcycling collection service, contact Harry Cohen at 585-584-3122 to discuss service levels and pricing. [www.naturalupcycling.com](http://www.naturalupcycling.com)

# FOOD SCRAPS RECYCLING

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THE FOLLOWING MATERIALS ARE ACCEPTED FOR FOOD SCRAPS RECYCLING

 <p><b>BREAD, GRAINS, &amp; BEANS</b></p>	 <p><b>FRUITS &amp; VEGETABLES</b></p>	 <p><b>PAPER NAPKINS &amp; TOWELS</b></p>
 <p><b>MEAT, FISH, &amp; BONES</b></p>	 <p><b>EGGS &amp; DAIRY</b></p>	 <p><b>COMPOSTABLE BIN LINERS</b></p>

# REDUCE & REUSE

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## REDUCE WASTE



- ◇ Decrease the volume of junk mail that is received. Sign-up for Catalog Choice to remove The Watershed from mailing lists by visiting <https://catalogchoice.org/>.
- ◇ Consider using hanging waste baskets, produced by companies like Busch Systems, to conveniently collect small amounts of trash.
  - \* Smaller trash promotes less waste. (See Photo 1)



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## REUSE

### Consider options to reuse surplus equipment and packaging:

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- ◇ Local options include;
  - ◇ The ReUse Center, located in the Triphammer Mall [www.fingerlakesreuse.org](http://www.fingerlakesreuse.org))
  - ◇ Craig's List ([www.craigslist.org](http://www.craigslist.org))
  - ◇ The Freecycle Network ([www.freecycle.org](http://www.freecycle.org))
  - ◇ Salvation Army ([www.salvationarmyusa.org](http://www.salvationarmyusa.org))
  - ◇ Rescue Mission (<http://www.rmsyr.org/stores/thrifty-shopper-store-locations/ithaca-thrifty-shopper/>)
  - ◇ Catholic Charities (<http://www.catholiccharitiestt.org/>)
- ◇ Utilize the Northeast Recycling Council's Reuse Marketplace (<http://www.reusemarketplace.org>).

## REBUY



## ADOPT GREEN PURCHASING PRACTICES

- √ Consider strengthening the official Watershed policy related to green purchasing practices. A company policy for green purchasing can result in source reduction and recyclability of discards through purchasing power leverage.
- √ Determine the feasibility of using greener cleaning products.
- √ Consider purchasing products with recycled content such as paper towels and toilet paper.

# 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?

Improper disposal of hazardous recyclables is a violation of section 140-32 D of the Tompkins County Code .

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.

### 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.
  - ◊ 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 they must be properly 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.rbrbc.org](http://www.rbrbc.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](http://www.RecycleTompkins.org)

## No

- ✗ Plastic Bags
- ✗ Styrofoam<sup>®</sup>
- ✗ Drinking Glasses
- ✗ Pyrex<sup>®</sup>
- ✗ Compostable Plastics
- ✗ Hangers
- ✗ Coffee Cups



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

# RECYCLE Food Scraps

RECYCLE



**BREAD,  
GRAINS,  
& BEANS**



**COMPOSTABLE  
BIN LINERS**



**EGGS  
& DAIRY**



**FRUITS  
&  
VEGETABLES**



**MEAT, FISH,  
& BONES**



**PAPER  
NAPKINS &  
TOWELS**

[www.RecycleTompkins.org](http://www.RecycleTompkins.org)

**No**

- × Bottle Caps
- × Coffee Cup Lids
- × Juice Boxes
- × Plastic Bags
- × Plastic (Cups, Straws)
- × Potato Chip Bags
- × Styrofoam®
- × Utensils
- × Yard Waste

Tompkins County Solid Waste thanks you for doing your part.

