

Company: _____
Applicant: _____
Phone: _____
Date: _____



Each practice is worth a total of 5 points. For some practices there is a sliding scale.

- 1. Visual assessment - walk-through assessment of the recycling materials a facility is diverting from the landfill, either by a MMP staff or by the business' recycling provider. Additionally, provide all pertinent information as to the number and sizes of containers being used, collection frequency, and pricing. MMP staff will provide recommendations and help set a diversion goal.

- 2. Clearly label recycling bins indicating accepted and non-accepted materials to signal and encourage participation and compliance. Recycling containers should be paired with waste containers.
 - Clearly marked recycling bins- **3 points**
 - Pair recycling bins with waste bins- **2 points**

- 3. Custodial staff training on the recycling program on separating waste and recycling, proper liner usage, correct dumpster usage. Require landscaping contractor to leave grass clippings on ground and/or recycle yard waste and tree trimmings.
 - Custodial staff training- **3 points**
 - Landscaper training- **2 points**

- 4. Form a green team and support structure with no less than 2 members, one from administration and one from facility operations or custodial staff. Identify leaders and responsible person for running the recycling and/or composting program.

- 5. Bin convenience. Place bins throughout buildings for convenient use and near high traffic areas.

- 6. Only use targeted direct mailings to advertise to customers.

- 7. New employee training. Train new employees on your recycling program and waste reduction practices to integrate in daily work.

- 8. Make reports on the diversion and/or recycling programs and other pertinent documents available on the business' webpage.

- 9. Kick-off education and awareness campaign - emails, flyers, meeting announcements on the program, such as what, where, and how to recycle; ways for individuals to reduce waste (see #10); encourage employees to bring usable items, or reward employees caught "green-handed".

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10. Standardize use of waste reduction activities such as double-sided printing, reducing page margins, using electronic files, print directly on envelopes rather than using labels, and use of other forms of electronic communications in place of printing.

- Adopt 3 waste diversion practices- **3 points**
- Adopt 4 waste diversion practices- **4 points**
- Adopt 5+ waste diversion practices- **5 points**

Businesses are encouraged to adopt other resource conservation practices such as shutting down computers at night, power monitors off when not in use, and turning lights off in empty offices.

11. Use hand dryers in restrooms in place of paper towels.

12. Request that deliveries be shipped in containers returnable to the distributor.

13. Discontinue purchase of single-use disposable plastics and distribute reusable items, such as: silverware, dishware, bags, take-out containers, cups and mugs. Use this handy [calculator](#) to project the cost savings you will achieve by reducing disposable plastics at your business. Businesses may also provide discounts or incentives to customers or employees who use reusable items.

- Discontinue use of single-use plastics- **3 points**
- Distribute use of a reusable item- **1 point**
- Provide incentive for reusable items to- **1 point**

14. Implement donation program for electronics, equipment, furniture, or other bulky items.

Restaurants and cafeterias may donate food or sale at a discounted price to avoid disposal. Retail stores can donate slightly damaged or used items or clothing. Businesses may host collection events for donation of household goods for charity, such as: food, clothes and shoes, small appliances, phones, and other personal electronics.

- Donation of 2 types of items - **3 points**
- Donation of 3 types of items - **4 points**
- Donation of 4 or more types of items - **5 points**

15. Ongoing take-back of disposable supplies, such a light bulbs, toner, and printer cartridges. Find more ideas [here](#).

- Implement take-back program for 2 types of items- **3 points**
- Implement take-back program for 3 types of items- **4 points**
- Implement take-back program for 4 or more items- **5 points**

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16. Mentor other businesses - host a Green Breakfast, write spotlight story to assist similar businesses with best practices implementing programs, or refer other businesses to participate in the Business Smart certification program.

- Complete 1 of the above practices - **3 points**
- Complete 2 of the above practices - **4 points**
- Complete 3 or more of the above practices- **5 points**

17. Composting or other food waste diversion program. This may include onsite composting, onsite digester, organics collection, or food tracking software.

18. Attend Green Breakfasts, webinars or other trainings. With your participation in the Material Management Program, your green leader will be notified of upcoming trainings and workshops, events, and volunteer opportunities.

- Attend 2 waste reduction trainings within the last 12 months - **3 points**
- Attend 3 waste reduction trainings within the last 12 months - **4 points**
- Attend 4 or more waste reduction trainings within the last 12 months - **5 points**

19. Green purchasing policy - give preference to recycled content materials and reusable items or reduce packaging through purchasing choices.

20. Coordinate or join cleanup efforts. Request Litter Cleanup Supplies [here](#).

- 1 cleanup within the last 12 months - **3 points**
- 2 cleanups within the last 12 months - **4 points**
- cleanups or more, or the adoption of an area within the last 12 months - **5 points**

21. Encourage and facilitate employees' voluntary participation in environmental and community building/enhancing activities.

- Volunteering of 3 employees in the last 12 months - **3 points**
- Volunteering of 4 employees in the last 12 months - **4 points**
- Volunteering of 5 or more employees in the last 12 months - **5 points**

22. Unique practice (bonus 5 points) - This is an opportunity to have recognized an innovative waste reduction/recycling practice a business has implemented and one which is not listed above.

Total Points:

Email completed form and any questions to BusinessSmart@FortWorthTexas.gov