



Greenworks is the city's sustainability plan to improve quality of life for all Philadelphians. We've developed guides to show individuals, communities, and institutions how they can help make the Greenworks visions a reality. All of the guides are available at www.phila.gov/green or by calling 215-686-3495.

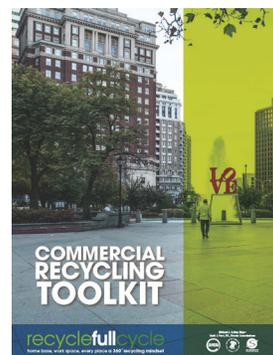
What Institutions Can Do

WASTE REDUCTION

- ❑ **Create a plan for unused food:** Make sure that leftover food is donated to those in need, or composted if is no longer edible.
 www.foodconnectgroup.com
- ❑ **Educate employees, congregants, or students about litter:** Teach your employees about the importance of individual responsibility for a clean and safe working environment.
- ❑ **Implement a sustainable purchasing program:** Make an effort to buy greener, healthier, and more sustainable products from local companies.
- ❑ **Know your waste:** Study what's in your institution's waste stream by conducting a waste audit.
- ❑ **Minimize waste at events:** Reduce waste generated and capture as much as possible for composting or recycling in order to minimize the amount of waste discarded in landfills.
- ❑ **Provide tap water:** Reduce disposable water bottle usage by offering tap water access.

TRASH AND RECYCLING

- ❑ **Dispose of hazardous materials properly:** If you use hazardous materials or chemicals, take them to be recycled safely.
- ❑ **Host special materials collections events:** Arrange for hard-to-recycle collections events, including electronic waste, document shredding, and unused medications. Use Earth 911's guide to locate recycling centers.
 <http://earth911.com/recycling-center-search-guides>
- ❑ **Provide recycling and waste bins:** Provide ash and trash receptacles at entrances, exits, loading docks, picnic areas, and along walkways of your property.
- ❑ **Sign up to compost:** Reduce the amount of food and yard waste in the waste stream by signing up to compost with a local company.



COMMERCIAL RECYCLING TOOLKIT

Have a recycling plan: Make sure that your institution is following mandatory recycling laws and has a plan for recycling. Consult the Streets Department's Commercial Waste Toolkit for more information.

-  www.philadelphiastreet.com/recycling/work-space-business-commercial/commercial-recycling-toolkit