

## WasteWise Knox Sample Scorecard

### Required Waste Reduction and Recycling Practices (Required to obtain Bronze level certification)

1. Implement a basic recycling program.
2. Conduct a waste audit (within the past two years).
3. Provide clearly marked recycling bins at workstations and/or common areas.
4. Display "Recycling Best Practices" infographic above recycling bins in common areas.
5. Train and require janitorial service or staff responsible for cleaning to segregate waste and recyclable materials.
6. Use reusable mugs and dishware instead of disposables.
7. Establish a policy for environmentally friendly printing (i.e. two-sided printing, reusing copy paper, and electronic document sharing).
8. Coordinate or participate in annual or semi-annual community litter cleanup(s) with Keep Knoxville Beautiful (and/ or join the Adopt-A-Road program and help keep Knox County Roads free from litter twice a year!).

### Optional Waste Reduction and Recycling Practices (select 3 for Silver level certification or adopt all applicable practices for Gold level certification)

1. Partner with Terracycle and become a recycling drop location or participate in their zero waste box program to recycle hard to recycle items.
2. If applicable, install outdoor ashtrays and/ or provide pocket ashtrays to staff to prevent cigarette litter.
3. If applicable, use Terracycle's cigarette litter prevention program to recycle collected cigarette litter.
4. Replace 100% of paper stock with at least 30% post-consumer recycled paper.
5. Establish an electronic waste policy that diverts all e-waste away from the landfill.
6. If applicable, establish a policy for proper disposal of fats, oil, and grease. Distribute this to staff and post in key areas.
7. Carry out at least half of your yearly events as zero-waste events. Keep Knoxville Beautiful can be utilized as a resource.
8. Develop or participate in an existing composting program.

