



# Green Team Manual

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*Squaxin Island Tribe  
Solid Waste and Recycling Program*

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## Background

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The success of the Green Team during the 2012 Canoe Journey generated momentum for ongoing recycling at events. However, a lack of staffing created a barrier to event recycling. Thus, the Green Team was reborn.

The Green Team is comprised of community volunteers and employees from throughout the Tribe. Green Team members help at Squaxin events and help coworkers with day-to-day waste diversion in their respective departments.

As a member of the Green Team, you will become a waste reduction expert. This manual is a training tool for you. It outlines the initial 2-hour training and it will serve as an ongoing resource. After reviewing this information, you will be an expert and a valuable asset in the workplace and in the community.

Welcome to the Green Team!



# Chapter 1 Training

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The Solid Waste and Recycling Program Manager will ensure that you are prepared to staff events and to support coworkers by providing ongoing training. In addition to the initial 2-hour training, you may participate in ongoing training. The Program Manager will also support the team through monthly electronic newsletters and a website.

## What Will We Talk About In The Initial Training?

This is the initial 2-hour training. The Program Manager will repeat the training quarterly as needed for Green Team members. Topics covered in the training will answer the following questions:

1. Where does trash go after I throw it in the bin?
  - *An overview of waste management*
2. What are the alternatives?
  - *An overview of recycling and composting*
  - *Waste prevention as an alternative*
3. What is preferable purchasing?
  - *A detailed look at buying “green” products*
4. What is hazardous waste?
  - *An overview of toxins in the workplace and in the home*
  - *Alternatives to toxins*
5. Where does the Green Team fit into waste diversion?
  - *Event recycling*
  - *Waste diversion in the workplace*

Upon completion of the course, you will receive a certificate of completion. The training will be available for all who would like to attend and not solely for Green Team members. The training will take place during work hours but offered as needed in the evening for community members.

## What Kind of Ongoing Training Will I Receive?

In addition, to the initial 2-hour training you can choose to participate in the ongoing trainings. These will be offered on a semiannual to quarterly basis. Ongoing trainings may take the following forms:

- Workshop provided by outside agency covering topics of interest
- Field trip to recycling facility, compost facility, community garden, or other relevant location

As with the initial training, ongoing trainings will take place during work hours. The Program Manager will provide the training in the evening as needed for community members.

## What Kind of Support Will I Receive?

The Program Manager will send all Green Team members a monthly electronic newsletter and post information to the Green Team website for continual reference.

## Chapter 2 Waste Management Overview

Let's get started! A commonly asked question is, "What is solid waste?" To help you better understand your role we will start by answering this question. This chapter will also help you understand why you should care about it and what you can do about it.

### What is Solid Waste?

A solid waste must be solid or liquid and no longer used for its intended purpose. Containers filled with gas count as a solid waste but uncontained gases do not. Solid waste includes the following:

- Garbage,
- Rubbish,
- Animal carcasses,
- Bulky materials,
- Industrial waste,
- Hazardous waste,
- Food scraps,
- Discarded yard debris,
- Recyclables,
- Construction waste,
- Demolition debris, and
- Discarded agricultural materials.

### Why Should I Care About Solid Waste?

Before addressing why you should care about solid waste, it is helpful to understand where it comes from. Currently, most waste follows a linear system. The following diagram shows how that system works.

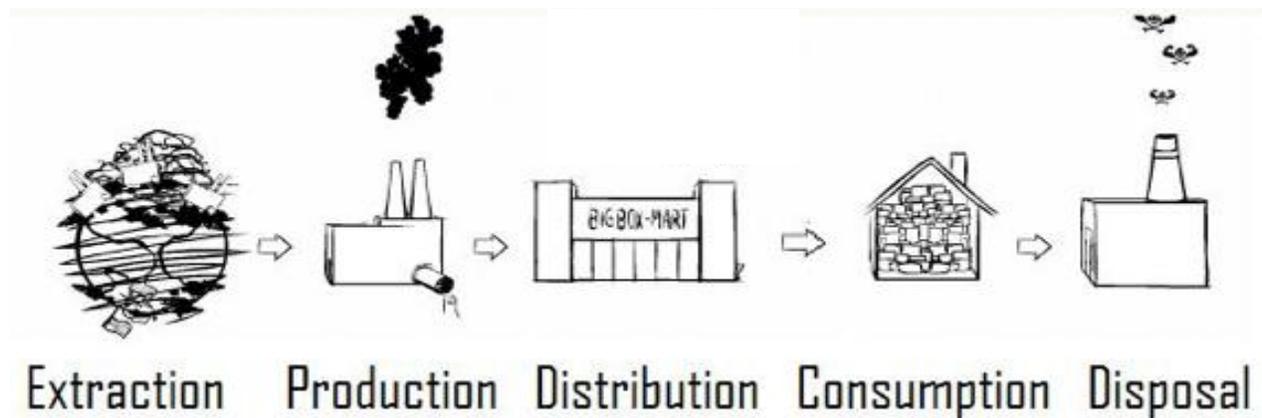


Figure 2-1 Most waste follows a linear system. Resources are extracted from the earth, produced into a product, distributed to us, consumed (used) by us, and disposed. This diagram comes from The Story of Stuff [www.storyofstuff.org](http://www.storyofstuff.org).

The production process alters materials. Once discarded back into the earth, these materials leach foreign chemicals into the soil, air, and water. As descendants of a people who fished in south Puget Sound, we continue to depend on clean waters for our wellbeing. Harmful chemicals that leach into our waters affect us. For example, our traditional seafood now contains

**FACT:** 99% of products manufactured for use in the United States are disposed within 6 months.



harmful levels of mercury. When eaten in traditional amounts, mercury builds up in our bodies. These residues can damage the brain, heart, kidneys, lungs, and immune systems.

Materials sent to landfills are less likely to leach into the environment. Still, landfills lack airflow and light, keeping materials from breaking down. They can also break when improperly constructed or in the event of a natural disaster. This can cause leaching into the environment.

When it comes to solid waste, there is more to be concerned about than leaching. Solid waste results from the inefficient use of natural resources. You are part of the system and can help prevent this waste. The following section will discuss strategies for handling solid waste. These strategies will minimize resources taken from the earth and chemicals leached into the environment.

### What Do We Do With Solid Waste?

We can handle solid waste in one of these ways: prevention, reuse, recycling, composting, and disposal. The best strategy will require using the least amount of resources. For this reason, waste prevention is the most preferred strategy and disposal is the least.

**Prevention** refers to stopping waste before creating it. The idea is to avoid creating waste in the first place. For example, prevention includes choosing not to use a piece of paper or choosing not to purchase an unnecessary product.

**Reuse** refers to reusing something for its original purpose. For example, you could reuse packaging, or refill bottles. You could donate to and buy from thrift stores. You could also share magazines with neighbors and donate items for use in art projects at schools.

**Recycling** refers to turning a used product into something new. Products may turn back into the same product or they may turn into something different. For example, used paper may be recycled into new paper and plastic may be recycled into clothing.

**Composting** is a form of recycling. It breaks down food and yard debris into dirt in a controlled setting.

**Disposal** refers to burying waste. Waste is typically buried in landfills.

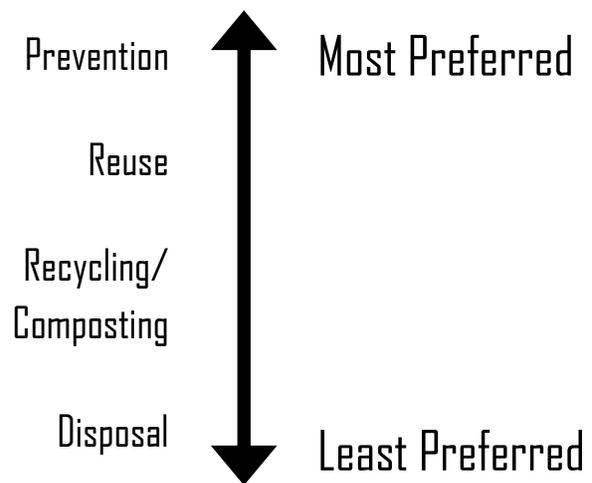


Figure 2-2 the most preferred method of waste management is prevention while the least preferred is disposal.

### What's In the Trash?

Sorting out waste helps us understand how much of our waste can be prevented, reused, recycled, or composted. Employees from counties throughout Washington regularly sort through garbage to learn what's in the trash. They sort garbage into categories and report their findings. The graph in Figure 2 shows the results from a recent study and shows us what's in our trash.

The graph shows that much of what we throw away is food and yard waste. What are some ways we can prevent this waste? When we cannot prevent food and yard waste, we can compost it into dirt. We also throw away a lot of paper. How can we prevent this? How can we reuse paper? As a final resort, we can recycle the paper.

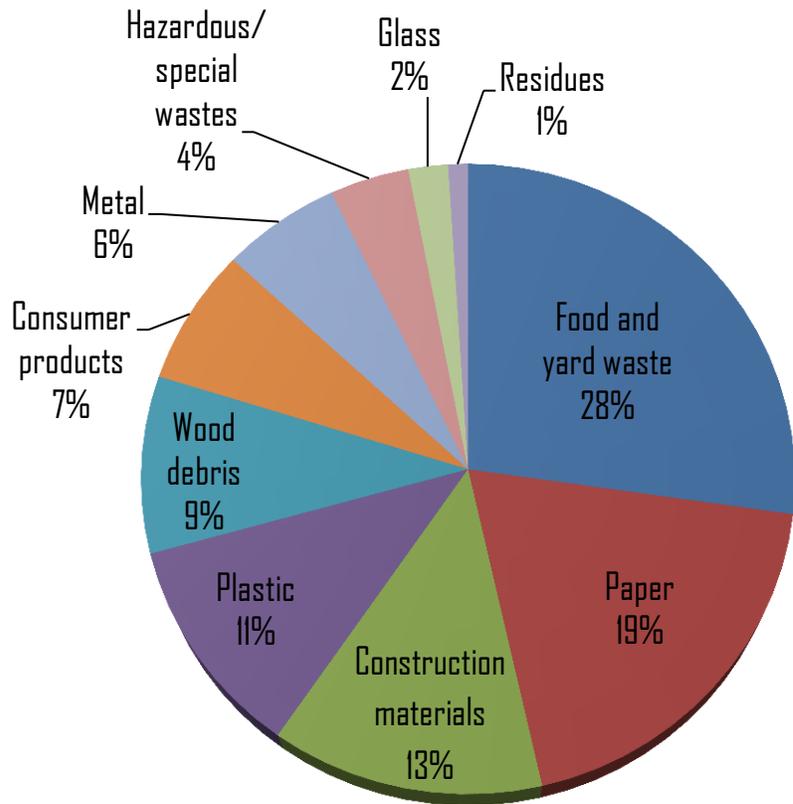


Figure 2-3 Results of the 2009 Washington State Waste Characterization Study.

What are some ways we can prevent throwing away food? Yard waste?

What are some ways we can prevent paper waste? How can we reuse paper?

## Chapter 3 Our Current System

Where we send our trash and recycling can affect us in many ways. It determines what we can recycle and how much we will pay. This chapter explains where our trash and recycling go and how it affects us.

### Where Does Our Trash Go?

Mason County Garbage and Recycling collects garbage from the Tribe. They drive the garbage to the Mason County Transfer Station north of Shelton on Eels Road. Commonly referred to as “the dump,” the county closed the dump in 1994 and turned it into a transfer station. A truck transports the garbage from the transfer station to Chehalis where it is loaded onto the “garbage train.” The train then takes the garbage to its final resting home at the Roosevelt Regional Landfill in Klickitat County.



Figure 3-1 Garbage is transported by rail to its final destination in Klickitat County.

### Where Does Our Recycling Go?

Mason County Garbage and Recycling collects recycling from the Tribe. They transport most of the recycling to a location near Tacoma. This site does not recycle materials. They sort it with machinery then bundle it for shipping. They send most of the materials overseas for recycling.



Figure 3-2 Recycling is sorted at a facility near Tacoma.

### Why Can't We Recycle Everything that's Recyclable?

Many believe that we can recycle anything with the chasing arrows symbol on it. This is not true. Companies limit recycling in areas where it is not cost effective. Recycling services are available to us for those items that are cheaper to recycle than to transport to the landfill.

Seattle or Olympia may recycle some materials that we cannot recycle here. This is because it costs them less to recycle these materials than it would to send them to the landfill. Remember, news broadcasts from Seattle may promote certain recycling but it does not mean we can recycle the same materials here. A product with the chasing arrows symbol may be recycled somewhere but not necessarily here. The following chapter will outline recycling services available to the Tribe. It will also outline which materials can be recycled in our area.

### Myth Debunked

**We can recycle anything with the chasing arrows symbol on it.**

What we can recycle depends on our location. Chapter 3 shows what we can recycle at the Tribe.



# Chapter 4 Recycling Services

## What Can We Recycle?

The following services are available to Squaxin Island Tribe.

**Commercial Commingled Recycling WITH Glass** is offered to businesses through Mason County Garbage and Recycling. Businesses can pay for 95-gallon totes or a 20-yard recycling container. The Tribal Center currently has a 95-gallon tote located in the Council hallway. Janitors empty all recycling bins from the government campus into this tote. The Legal Department and Island Enterprises also pay for this service. The Little Creek Casino-Resort has a 20-yd recycling container.

*For a more complete list of materials accepted through the Commingled Recycling, Single Stream Recycling, and Drop Box services, see Attachment 1: Recycling Reminders.*

This service accepts glass, tin cans, aluminum cans, and plastic bottles, tubs, and jugs. This service does not accept paper or cardboard.

**Commercial Commingled Recycling NO Glass** is also offered to businesses through Mason County Garbage and Recycling. Businesses can pay for 95-gallon totes or a 20-yard recycling container. The Elders Program currently utilize this service.

This service accepts tin cans; aluminum cans; plastic bottles, tubs, and tubs; cardboard, and paper. This service does not accept glass.

## What is a tote? What is a container?



**Bins** sit at your desk. Janitors empty these into totes or containers. **Totes** hold recycling or trash. Garbage trucks pick these up. **2-Yard Containers** hold cardboard or trash. **20-yard containers** are used at events or locations with more trash. Sometimes they hold recycling. **40-Yard containers** are brought to the reservation twice each year for community cleanup.



**Single Stream Curbside Recycling** is offered by Mason County Garbage and Recycling to residents. Those paying for curbside recycling receive a 95-gallon tote, serviced every other week.

This service accepts paper, cardboard, tin cans, aluminum cans, and plastic bottles, tubs, and jugs. This service does not accept glass.

**Recycling Drop Boxes** are located around the county.

These containers are located at the transfer stations in Union, Hoodspott, Belfair, and Shelton. Residents can use these boxes without cost. This service is paid for by Mason County Solid Waste and serviced by Mason County Garbage and Recycling.

This service accepts glass, tin cans, aluminum cans, paper, and plastic bottles, tubs, and jugs.



Figure 4-1 Recycling drop boxes are located around the county.

**Mixed Paper Recycling** is offered by Mason County Garbage and Recycling to businesses. Family Services, Natural Resources, Tu Ha Buts Learning Center, Tribal Center, Clinic, Child Development Center, and Legal Office all have this service. Each has a 95-gallon tote.

This service accepts mixed paper and paperboard.



Figure 4-2 Wilson Recycling accepts many materials, including electronics.

**Cardboard Recycling** is offered by Mason County Garbage and Recycling to businesses. The maintenance shed, KTP, Child Development Center, and Casino each have this service.

**Wilson Recycling** is a private business that collects recycling and prepares it for local markets. Located at 2278 E Brockdale Rd in Shelton, Wilson Recycling accepts household recycling, metals, electronics, and equipments. Some materials are accepted for free, some for a fee, and they pay for some items. Their latest recycling list can be found at [www.wilsonrecycling.com](http://www.wilsonrecycling.com)



**Dart Recycling** has a collection container in Tumwater. They accept styrofoam packaging. They are located at 600 Israel Road Southeast, Tumwater. Please visit [www.dart.biz/recycle](http://www.dart.biz/recycle) for a list off accepted materials.

Figure 4-3 Dart Recycling accepts Styrofoam.

**Earth911.com** has a database of recycling locations. Want to recycle something and not sure where to take it? You can search the database by material and find the closest recycling location for that item.

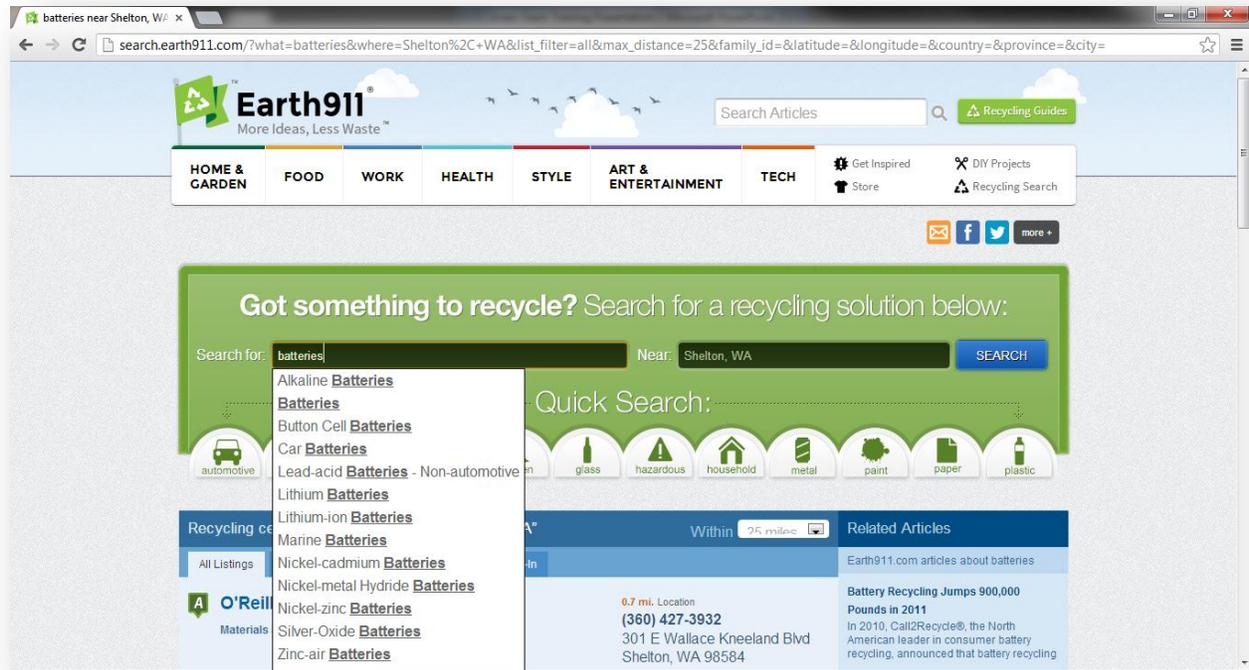


Figure 4-4 Earth911.com is a convenient way to look up recycling locations.

## How Can We Encourage Recycling?

Effective recycling requires more than knowing what goes in the recycling bin. Location of the recycling bin and the type of bin used can make a difference. When throwing away trash, people do not want to think hard about where to put it. Bins should be set up to make recycling as easy and clear as possible. If you work for the Squaxin government and need recycling bins, order them with Pamela Hillstrom 432-3951.

### How to Encourage Recycling

- ✓ Place recycling bins with trashcans;
- ✓ Use recycling bins that are clearly marked (such as a blue bin with a recycle symbol); and
- ✓ Post clear signage.

## Chapter 5 Composting

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Composting is the process of breaking down food scraps and yard debris into dirt. Composting can be as simple as throwing food on a pile on the ground. The more you manage the pile, the faster it will break down. Large composting facilities have mastered this process on a large scale; however, they must maintain a delicate balance to ensure the waste breaks down quickly and without odor. Some composting services are available to the Tribe. Backyard composting is also an option for residents, departments, and some businesses.

### Where Can We Compost?

Two composting services are currently available to the Tribe. This section will describe these services. Please note that they can only be used under certain circumstances.

**Silver Springs Organics** is a composting facility located in Rainier. It costs a lot of money to transport food scraps to this site. However, some sites produce enough food waste that it is cheaper to transport it to Silver Springs than to pay for disposal. Little Creek Casino-Resort and some large events could compost at this site and save money. Visit [www.silverspringsorganics.com/products.html](http://www.silverspringsorganics.com/products.html) for a list of accepted materials.



**Figure 5-1 Silver Springs Organics is a commercial facility used for composting large amounts of organic material.**

**Creation Organics** is located off Old Olympic Hwy near the reservation. Creation Organics keeps a compost pile and accepts minimal amounts of food scraps and yard waste from the Tribe. You must obtain preapproval from the Tribe's Solid Waste and Recycling Program Manager before taking food scraps or yard waste to this site.

## How Do I Compost In My Back Yard?

Backyard composting is an option for residents and small programs. Here are some tips to think about when designing a compost bin.

**Compost needs vegetative waste.** This includes food scraps and yard debris. Avoid using meat, eggs, oil, and dairy products. They take longer to break down and can attract unwanted animals. It is also best to avoid using weeds as their seeds can take root in new soil.

Using vegetative waste alone could take up to two years to create new soil. Faster methods (and less smelly methods) involve adding “brown waste,” providing plenty of aeration, mixing the compost, and keeping it damp.

**Compost needs brown waste.** This can include sawdust, wood chips, ripped paper (no colored inks or dyes, and no magazine-type paper), ripped paper plates, compostable silverware, dried leaves, or loose dried grass clippings. For the best odor reduction, there should be three times as much brown waste as there is vegetative waste.

**Compost needs a place to be.** Some people compost in a pile on the ground while others prefer to keep in contained in a compost bin. Compost can be contained within chicken wire, Pallets, or a wood frame. Regardless of how you contain the pile, it needs airflow to help break down the debris and reduce odor.

**Compost breaks down faster smells less when mixed.** Mixing or turning the compost helps to provide more aeration to the debris and mixes the vegetative and brown waste together so they can help break each other down into soil. Do not mix more frequently than every three days. Depending on how often you mix the soil, the debris can break down in six weeks to six months.

**Compost breaks down faster when damp.** It should be as damp as a wrung out sponge. For most of the year the rain will keep it damp but a tarp will keep it from being saturated. A tarp can also keep in heat, which further expedites the composting process.



## Chapter 6 Waste Prevention

Waste prevention means stopping waste before creating it. It's also known as waste reduction and is more important than reusing and recycling. It requires thinking about how much waste a product will create before you buy it. Waste prevention can include reuse and preferable purchasing.

### How Can We Prevent Waste?

The following are ways to prevent waste.



**Choose products with minimal packaging.** Avoid buying goods with excess bags, boxes, and wrappers. Buy foods in bulk and avoid single servings. Bring your reusable shopping bag and refuse unnecessary bags at the checkout stand. Avoid waste during the holiday season by giving experience-related gifts like certificates to movies, plays, and restaurants.

**Borrow or rent items you use infrequently.** Consider renting appliances, medical equipment, or party items. Renting or borrowing an item may help you decide if you need or want one of your own. It will also give you time to find the model that will best suit your needs.

**Avoid impulse buying.** Follow a budget and use shopping lists. Decide ahead of time what you need to avoid unnecessary purchases. Research products and read consumer reports to ensure you purchase products suited to your needs.

#### Remove your name from junk email lists.

- To stop receiving mail from specific sources, call or write to the company or organization's customer services number.
- A good way to remove your name from national mailing lists is to sign up for the Direct Marketing Association's Mail Preference Service at [www.dmachoice.org](http://www.dmachoice.org).
- You can remove your name from catalog mailing lists by visiting [www.catalogchoice.org](http://www.catalogchoice.org).
- Opt out of credit card offers by calling 1-888-5-OPTOUT (1-888-567-8688). The recording will ask for your full name, address, telephone number and social security number (to confirm the identity of the caller making the request). You can opt to have your name removed for two years or to have it removed permanently.

What are other strategies for preventing waste?

## What Services Are Available to Help Us Prevent Waste?

The following resources are available to help with waste prevention.

**2good2toss.com.** Mason County is one of 13 counties participating in Washington State Department of Ecology's 2good2toss.com program. Through this website, residents can exchange used items in an effort to reuse items that would otherwise go into the waste stream.



**Habitat for Humanity** takes used, unwanted furniture and building supplies and they sell them to earn money for building low-income houses. Shelton has a Habitat for Humanity store on Railroad Avenue.

**Thrift stores** such as Goodwill take used and unwanted furniture, clothing, and household goods for resale.

# Chapter 7 Preferable Purchasing

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## What is Preferable Purchasing?

Purchasing products that are:

- ✓ Made of highest level possible postconsumer recycled content;
- ✓ Made with low or no volatile organic compounds (VOCs);
- ✓ Highly durable;
- ✓ Refillable or reusable;
- ✓ Packaged with reduced packaging;
- ✓ Manufactured with a high level of recyclable parts;
- ✓ Made with reduced heavy metals, phthalates, and solvents;  
and/or
- ✓ Taken back by the company at the end of useful life.

Buying environmentally preferable products reduces waste and prevents exposure to toxins. Preferable purchasing can include purchasing recycled products. It can also include purchasing products that are less toxic.

## **What Do I Look For When Purchasing Products?**

When looking to purchase products with recycled content, it is helpful to know the following terms:

**Pre-consumer recycled content** is waste material collected from the manufacturing process of another product. However, these materials are actually on their first life. For example, sawmills will save scrap wood chips and sell it to paper mills for making paper. The wood chips are recovered but not truly recycled.

**Post-consumer recycled content** is the part of the product made from goods that have already had another life. A ream of paper made with 30% post-consumer content has 30% material on its second (or third, or fourth) life.

**Recycled content** is the total amount of pre-consumer and post-consumer recycled content. Manufacturers typically will not label the amount of pre-consumer content because they know that post-consumer content is more desirable. Instead, they label products with the amount of recycled content.

Manufacturers will label products with post-consumer recycled content. When you purchase products, look for the highest percentage of post-consumer content that you can find.

## Marketing Claims Are Confusing! What Do They Mean?

The following are common marketing claims intended to help promote products. Understanding these claims will help you know whether they are legitimate.

**Biodegradable.** All products degrade over time. A product labeled “biodegradable” will not necessarily break down in home compost, commercial compost facilities, or the landfill. As they break down, they may release foreign substances into the soil.

**Compostable.** Some materials break down into useable compost. When you see “compostable” on a product or package, it may not necessarily compost quickly or be accepted by your local commercial compost facility.

**Less Waste.** It is not enough for a marketer to claim its product has less waste. The company should give a comparison. For example, they could say a product has 10 percent less waste than a previous product.

**Low-Odor, Low-VOC, or No-Odor.** These products are either water-based or made with alcohol rather than aromatic solvents such as xylene or toluene. Low-Odor, Low-VOC, and No-Odor products are preferable because they are less toxic than products with solvents.

**Non-Toxic.** Marketers who say a product is “non-toxic” should say whether it is safe for humans or the environment. Additional labels will help indicate that a product is non-toxic. For example, “Conforms to ASTM D-4236”, “AP Non-Toxic”, “Low-Odor”, “Low-VOC”, or “No-Odor”.

**Ozone-Friendly.** Not all ozone is alike. The ozone layer in the upper atmosphere prevents harmful radiation from the sun from reaching the earth. Ozone at ground level forms smog and can cause breathing problems for some people. If a company claims its products are “ozone-friendly” or “ozone safe,” it should have proof that the products do not harm the upper ozone layer and air at ground level.

**Recyclable.** A company can say a product is recyclable or can use the universal recycling symbol if most people who buy it can recycle it; but that does not mean you will be able to recycle it where you live.

**VOC-Free.** Products with this label are free of VOCs (volatile organic compounds). You can find VOCs in paint, household cleaning products, floor polishes, charcoal lighter fluid, windshield wiper fluid, hair styling products and others. When emitted as gases, VOCs may cause smog by contributing to ground level ozone formation or have negative impact on human health.

## Myths Debunked

**Biodegradable products will break down in Compost.** This is not necessarily true. All products will break down in compost but may take hundreds of years and leach foreign contaminants into the soil in the process.

**Commercial facilities will compost biodegradable materials.** Only those products specifically tested and approved by the facility are accepted.

**Biodegradable products will degrade in the landfill.** Engineers have designed landfills to shut out sunlight, air, and moisture, slowing decomposition. Materials like paper and food could take decades to decompose in a landfill.

# Chapter 8 Hazardous Waste

## What Is Hazardous Waste?

Hazardous waste is waste that threatens human health or the environment. Whether a waste is determined to be hazardous depends on its flammability, reactivity, corrosivity, and toxicity. Extensive training is required to identify whether a product is legally hazardous. However, some general guidelines and examples can help you identify hazardous waste. The following are examples of hazardous waste.



**Pesticides:** Weed killer, insecticides, slug bait, flea collars, mothballs, wood preservatives.



**Paints and solvents:** Latex or oil-based paints, paint thinner, furniture stripper, varnish, stains, WD-40.



**Cleaners:** Drain, oven, and toilet bowl cleaners; general-purpose cleaners, spot removers, disinfectants and deodorizers.



**Polishes and waxes:** Floor wax, furniture polish, show polish, auto wax, metal polish, nail polish.



**Automotive Products:** Waste motor oil, antifreeze, brake fluid, solvents, car batteries.



**Miscellaneous:** Batteries, glues, aerosols, photographic supplies, inks, markers, other hobby supplies.

## How Do I Identify a Hazardous Product?

Certain words indicate that a product is hazardous. In addition to those words shown to the right, you can also watch for these labels:

**DANGER:** These products are more hazardous to human health than products with the label "WARNING" or "CAUTION." These products are



### Which products are hazardous?

A product is hazardous if it shows any of these words on the label:

- ✓ "Flammable"
- ✓ "Corrosive"
- ✓ "Reactive"
- ✓ "Explosive"
- ✓ "Toxic"
- ✓ "Poison"
- ✓ "Volatile"
- ✓ "Combustible"
- ✓ "Caustic"

highly toxic and require substantial precautions in their use.

**WARNING:** Products with this label are less hazardous to human health than products with the label “DANGER” but more than products that say “CAUTION.” This label indicates moderate toxicity.

**CAUTION:** This label means low toxicity. For example, household bleach is relatively low in toxicity and carries this label. It is still toxic it just takes more of it to cause a problem.

These warnings pertain only to immediate toxicity, not to long-term effects. Absence of a warning label does not necessarily mean a product is safe.

### How Do I Dispose of Hazardous Waste?

You should handle all hazardous products with care. You should not throw these products in the garbage but should take them to a facility designed to properly collect and dispose of the waste. The following facilities accept hazardous waste.

#### Mason County Household Hazardous Waste Facility

Located at the Mason County Solid Waste Facility, the Household Hazardous Waste Facility offers free disposal of household hazardous waste to all Mason County residents on Fridays 9am – 12pm and Saturday 8am—3pm. Materials accepted include:

- Used motor oil
- Oil filters
- Transmission fluid
- Household batteries
- Oil based paint
- Pesticides
- Herbicides
- Fluorescent lights



Figure 8-1 You can take hazardous waste from your home to the Household Hazardous Waste Facility. This facility is for residents of Mason County only.

#### Kitsap County Household Hazardous Waste Facility

Located at 5551 SW Imperial Way in Bremerton, the Kitsap County Household Hazardous Waste Facility can accept hazardous waste from Tribal business and government programs for a fee. For more information about this facility, visit [www.kitsapgov.com/sw/modwaste.htm](http://www.kitsapgov.com/sw/modwaste.htm).

### What Are Alternatives to Hazardous Products?

The best way to prevent the hazards of chemicals is to reduce their use. You can make many safer cleaning alternatives from scratch. The Mason County Solid Waste website has some cleaning recipes for your reference: [http://www.co.mason.wa.us/utilities\\_waste/solid\\_waste/recipes.php](http://www.co.mason.wa.us/utilities_waste/solid_waste/recipes.php).

# Chapter 9 Roles and Responsibilities

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## What's My Role at Events?

Green Team members will commit to attending, at a minimum, one event per year. The event may be a funeral, staff party, or community event and may be within work hours or off work hours. Green Team members must have authorization from the Solid Waste and Recycling Program Manager before representing the Green Team at events. Failure to do so may result in dismissal from the Green Team. Here is what to do if you are volunteering for an event.

1. **Arrange the details** with the Program Manager: When to pick up the bins, where to store the bins until the event, what to do with the recycling and compost after the event, where to store the bins until returning them.
2. **Pick up the bins**, signs, and bags from the maintenance shed at the designated time. Please prearrange this time with the Program Manager. Please do not pick up bins without prior arrangements. You may need to store the bins until the event.
3. **Transport the bins** to the event. The Program Manager will arrange for a GSA vehicle if needed.
4. **Set up the bins**. See below for tips on how to set up.
5. **Help attendees** use the bins properly. Remember to wear your T-shirt or badge.
6. After the event **tear down bins** and **transport recycling and compost** to the appropriate location. Recycling can be brought to the commingle bin inside the Tribal Center. Green Team members may take compost to Creation Organics but you must prearrange this with the Program Manager.
7. **Return bins**, signs, and excess bags to the maintenance shed at the prearranged time. You can return bins Monday through Friday 7:30 am to 4:00 pm. If the event finishes outside these hours, you may need to store them until returning them.
8. **Follow up** with the Program Manager to confirm that you have returned the bins and to provide feedback on the event. Be prepared to answer the following questions:
  - a. Was all possible waste recycled?
  - b. If not, what was the challenge? (Signs not clear enough, bins in wrong place, etc.)
  - c. What kind of feedback did attendees provide?

In addition, follow these best practices:

- **Place trash and recycling bins together**. There should be a recycling bin for every trash container.
- **Place the bins in strategic locations**, such as in high traffic areas. If after the event has begun you notice they would work better elsewhere, move them.
- **Help guests** by standing near the bins and remind them where to place recyclables.

### **What's My Role in the Workplace?**

Green Team members will commit to overseeing waste diversion in their respective departments. They will ensure the proper use of recycle bins. They will respectfully help educate coworkers on proper recycling and waste reduction techniques in the workplace.