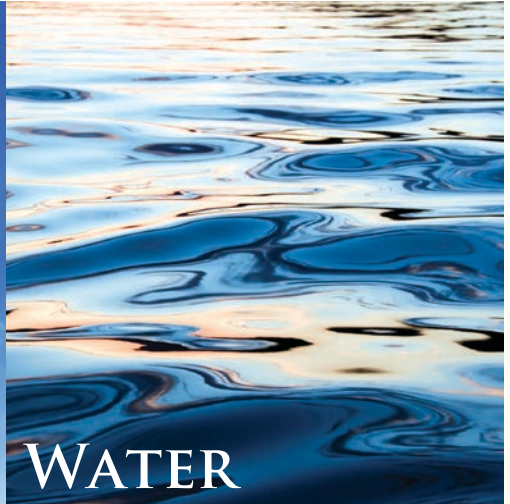


# CLEAN GUIDE

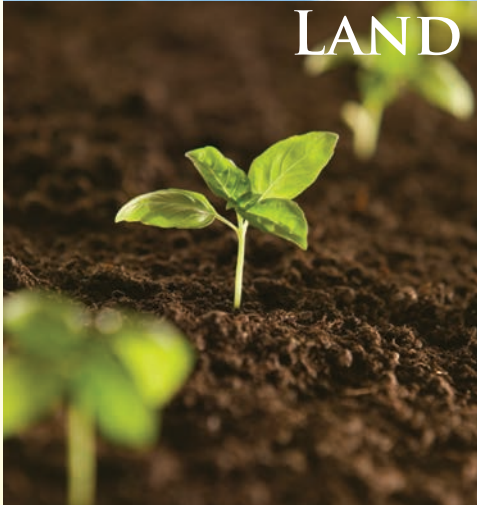
*for Local Businesses & Their Employees*



AIR



WATER



LAND



ENVIRONMENT

*Help ensure clean air, clean water,  
and clean land for the community!*

[WWW.CHULAVISTACA.GOV/CLEAN](http://WWW.CHULAVISTACA.GOV/CLEAN)

***The Chula Vista*** community has a long, proud history of being a nationally-recognized leader in environmental sustainability. Every business and their employees help make that possible by working to incorporate sustainable practices into their daily operations. Learn more about ways to “green” your business at [www.chulavistaca.gov/clean](http://www.chulavistaca.gov/clean) or call (619) 409-3893.



*Help ensure clean air, clean water, and clean land for the community by following this CLEAN guide!*

## ENERGY CONSERVATION

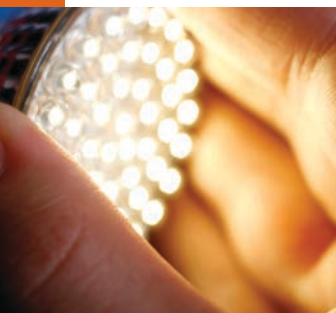
By lowering your business's utility use and costs, more money can be invested in growing the business!

- Turn off lights whenever leaving work areas or conference rooms.
- Shut down all computers, copiers, and printers before leaving work for the day or weekend.
- In summer months, allow professional, casual dress to help keep employees comfortable.
- Employees can learn more about ways to reduce energy use at the office [www.chulavistaca.gov/departments/clean/conservation/renewable-efficient-energy-businesses](http://www.chulavistaca.gov/departments/clean/conservation/renewable-efficient-energy-businesses) or at home: [www.chulavistaca.gov/departments/clean/conservation/renewable-efficient-energy-residents](http://www.chulavistaca.gov/departments/clean/conservation/renewable-efficient-energy-residents)

## WATER CONSERVATION

By reducing water use, you help conserve a limited natural resource.

- If using locker room facilities at your work, take showers in five minutes or less.
- If landscape sprinklers or bathroom plumbing fixtures are “free flowing,” notify your landlord or maintenance section immediately.
- Employees can learn more about home water conservation and about available utility incentives at [www.chulavistaca.gov/departments/clean/conservation/water-conservation-reuse](http://www.chulavistaca.gov/departments/clean/conservation/water-conservation-reuse)



# ALTERNATIVE & EFFICIENT TRANSPORTATION

Biking, walking, or taking transit to work can be a healthier, lower cost commute option!



- Locker rooms with showers and bike racks may be available at your work for employee use.
- Bike Chula Vista maps are available at [www.chulavistaca.gov/departments/clean/conservation/bicycling-alternative-transportation](http://www.chulavistaca.gov/departments/clean/conservation/bicycling-alternative-transportation)
- Carpooling with coworkers can be organized either internally or by utilizing the ride-matching tool at [www.icommutesd.com/Carpool](http://www.icommutesd.com/Carpool)
- Registered carpoolers may have preferential parking at some companies and access to a “Guaranteed Ride Home” service in case of a family emergency or unscheduled overtime.
- A regional transit map is available to help determine commute options at [www.sdmts.com/schedules-real-time/maps-and-routes](http://www.sdmts.com/schedules-real-time/maps-and-routes)
- Choose the most efficient, ‘right-sized’ vehicle when using the company fleet.
- Limit idling when driving to less than 1 minute whenever possible.

## FLEX WORK SCHEDULES

Flexible schedules allow you to commute less, but work the same amount of time! Employees can work with their supervisors to consider allowing one of the following alternative schedules:

- 4/10 – Four 10-hour days per week
- 9/8/80 – Eight 9-hour days with one 8-hour day in a pay period
- Telecommuting – Working from home on select days in a pay period



# RECYCLE OR TRASH?

## *Three Reasons to Recycle:*

1. **Economics:** When you recycle there is the potential to save money on your waste bill.
2. **Environment:** As a business in Chula Vista, you have a duty to be a good corporate citizen and help protect the environment for future generations.
3. **It's the Law:** Commercial recycling is mandatory Per Chula Vista Municipal Code 8.25.050 and State Assembly Bill 341.

## **RECYCLE these items:**

We can't possibly list everything, but here are a few items commonly found around the office that can be recycled:

- Copy / printer paper / colored or white papers
- Manila / file folders
- Note / steno pads (with wire removed)
- Envelopes and junk mail
- Soda / water bottles and soda cans
- Food cans (soup, tuna, etc.)
- Dry food boxes (crackers, etc.)
- Aluminum foil
- Magazines, newspapers, and phone books
- Sticky notes / index cards

## **TRASH these items:**

- Tissue (bathroom or facial tissue)
- Paper or plastic plates and cups
- Wax paper or vellum
- Paper towels or napkins
- Plastic cutlery
- Plastic wrap
- Food waste
- Plastic Bags
- Styrofoam and bags

Please don't include any of these items in with the recyclables! Mixing trash with recyclable items means the entire bin will need to be disposed of as TRASH!

***Don't trash a good thing!***



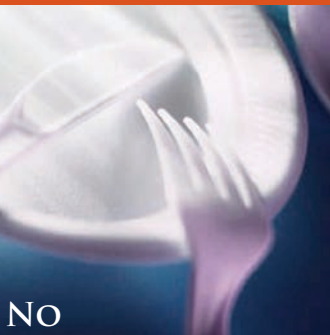
YES



YES



YES



NO



NO



# REDUCE, REUSE, RECYCLE

Reduce the amount of trash you create. Reuse items multiple times when possible. Recycle everything you can. Develop a habit of thinking ahead about what you use. Here are some tips that will help you accomplish this goal.

- When printing a document if you don't need the entire document just print the page(s) of the document that you need.
- When making copies be sure to use both sides of the paper.
- Use the blank backs of copies that you no longer need for scratch paper.
- Reuse envelopes, folders, and boxes when possible.
- When proof reading a document, try to do it on your computer screen instead of printing a hard copy. It saves time, ink/toner, and paper!

## GREEN PURCHASING

Employees can help Chula Vista be green, by buying green!

- Purchase products that have the lowest "life cycle" impacts (i.e. from manufacturing to disposal) on the environment such as items made from recycled materials, reusable bottles, rechargeable batteries, and ENERGY STAR-rated equipment.
- Buy office supplies in bulk or multi-packs to reduce packaging waste.
- All paper products should have recycled content of at least 30%, with 100% being preferred.
- Choose cleaning products that contain the least harmful chemicals and, if available, are biodegradable.





# HAZARDOUS WASTE DISPOSAL FOR BUSINESSES

Businesses can qualify as a Conditionally Exempt Small Quantity Generator (CESQG) if they generate less than 220 pounds or 27 gallons of hazardous waste per month—an unlimited amount of Universal Waste is accepted.

*NOTE: The disposal fee is estimated at the time the appointment is made and is based on the inventory list provided.*

## Acceptable Hazardous Waste

- Paint
- Oil
- Cleaners
- Adhesives
- Thinners
- Photo Chemicals
- Antifreeze
- Pesticides
- Ink
- Fuel
- Fertilizers
- Mercury

## Acceptable Universal Waste

- Fluorescent Lights
- Batteries
- Televisions
- Computers
- Aerosols
- Monitors



## Unacceptable Items

- Radioactive – Smoke Detectors
- Biological – Specimens, Medical Waste
- Explosive – Ammunition, Fireworks, Marine Flares

## Participation is as Easy as 1 - 2 - 3!

- 1** Call 800-444-4244 to schedule an appointment
- 2** Submit waste inventory
- 3** Drop off your waste

**NOTE: Drop off by appointment only and service is NOT available on Wednesday or Saturday between 9 am and 1 pm.**