ST. CATHERINE OF SIENA CHURCH

RE-ASSESSMENT REPORT

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309 Siena Dr., Ithaca, NY 14850
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This report outlines specific steps for creating a successful ReBusiness 4R Program. Use the clickable blue links in the Table of Contents on the left to navigate the report. Included with the report are tools to help you in improving the St. Catherine of Siena Church’s program, such as signs, decals, and recycling bins.

Thank you for participating in the program, please know that our assistance is available at any time during implementation of these recommendations. Feel free to contact us should you have any questions or comments regarding your waste assessment.

Look for these symbols throughout this report:

H = Indicates a section addressing your waste management “headache”.
$ = Indicates a section that highlights potential savings or avoidable costs.
E = Indicates a section that highlights quick and easy opportunity that could be done today.
EXISTING PRACTICES

BUSINESS PROFILE
St. Catherine of Siena Church is located at 309 Siena Dr., Ithaca. The church and parish center is approximately 5000-6000 square feet. They contain numerous partitioned classrooms, meeting rooms, offices, storage rooms, kitchen, community room, baptismal, and restrooms. The church has 7 employees, 5 full time, and 2 part time, with hours Monday – Sunday, 9:00am-4:00pm. Services are held on Sundays, and the church also hosts several community events, evening group meetings, lunches and dinners throughout the year. The church also has a priest residence nearby, which is not included in this report, but a small amount of waste is brought from the residence for disposal with the church’s material.

EXISTING WASTE REDUCTION EFFORTS
RECYCLING COLLECTION FOR:
- Cardboard & mixed paper
- Electronics
- Food Scraps
- Toner cartridges
- Redeemable bottles & cans
- Single stream recyclables
- Some scrap metal
- Some used oil
- Yard waste on site

REDUCTION & REUSE OF:
- Bulk condiments
- Cloth towels
- LED Lights
- Paper through 2-sided copying
- Refillable products (soaps, cleaning supplies)
- Refillable water station
- Reusable dishware

WASTE MANAGEMENT “HEADACHE”
St. Catherine of Siena Church has indicated that a common waste management “headache” is:

- Education for everyone using the parish, especially during events during off hours or weekends.
WASTE CHARACTERIZATION:
Waste generation is fairly consistent throughout the year at St. Catherine of Siena Church with a slight increase during the holidays, festivals or events. It was reported that paper and cardboard are most commonly generated. The following materials were observed during the assessment and are assumed to be typically found in the waste stream:

- Cardboard
- Paper
- Plastic Containers (#’s 1,2, and 5)
- Redeemable Containers
- Shredded Paper
- Plastic Bags and Films¹
- Printer Cartridges²
- Coffee Grounds/Filters
- Food Scraps
- Napkins
- Paper Towels (& restroom paper towels)
- Disposable Batteries
- Disposable Coffee Cups
- Plastic Envelopes
- Styrofoam®
- Tissues

Additional Recyclables

Compostable

Trash

1. Plastic bags, wraps and film can be recycled at the Recycling and Solid Waste Center. Please check our [website](#) for recent updates regarding plastic films.
2. Printer cartridges may be returned to be recycled at retail stores such as Staples. These are not recycled curbside.

St. Catherine of Siena Church
2019 Monthly Waste Composition
Total Monthly Volume = 9 cubic yards

Waste Diversion Rate = 33%

St. Catherine of Siena Church Waste Composition Volumes
Trash = (3) 96 gallon totes, weekly
Single Stream Recycling = (3) 96 gallon totes, every other week
WASTE HANDLING:
The images below highlight elements of the waste handling system. For a more detailed description, please see the Materials Handling Flow Chart.

Common area recycling and trash

Deskside recycling and trash

Refillable water station

Kitchen redeemable containers

Clothing drop off in parking lot

Recycling and trash totes
NOTES:
1. A square represents a container for discarded items whereas an arrow represents movement to another location.

ABBREVIATION KEY
Casella = Casella Waste Systems
**PLANNING A ReBUSINESS PARTNER 4R PROGRAM:**

**Tips and Suggestions**

“Reduce, Reuse, Recycle, Rebuy”

**CONDUCT A WASTE ASSESSMENT** to understand your current waste management practices and identify opportunities for improvement.

- Completed July 1st, 2014
- Re-assessment completed November 7th, 2019

**GAIN EMPLOYEE SUPPORT**

- Formally announce St. Catherine of Siena Church’s participation in the ReBusiness Partners Program.
- Identify a waste reduction coordinator.
- Seek support from full and part time employees.

**ESTABLISH GOALS AND OBJECTIVES**

Review the following sections for suggestions to help you design a successful program and improve existing efforts. Maintain momentum for the program by assigning realistic due dates to each task.

- Strengthen **RECYCLING** program
- Consider introducing a **FOOD SCRAP RECYCLING** program
- Increase waste **REDUCTION & REUSE**
- **REBUY:** Adopt official green purchasing practices

**PROMOTE AND EDUCATE**

Education and promotion will be an ongoing effort that can strengthen the program and help gain public recognition. Make sure information is up-to-date.

- Kick-off with an announcement outlining a new official policy. *See attached sample guidelines: Recycle in Tompkins County*
- Display signs, posters and public information to promote the program.
- Include proper waste disposal information as part of new or temporary employee/Board member orientation and provide ongoing education about the 4R program at training sessions.
- Use a variety of media to present updates and reminders and to promote the program. This may include, but is not limited to:
  - Posting flyers
  - Emailing recycling tips and reminders.
  - Dedicating a set amount of time for staff to discuss and solicit feedback about the program such as monthly staff meetings.
  - Providing educational seminars.
  - Posting program information on St. Catherine of Siena Church’s website, blog, or other internal communication. *Weekly Bulletin*
  - Arranging a presentation where TCRMM representatives or other specialists can provide information and answer questions.
- Offer incentives that motivate Congregation to participate in the program. Consider using money potentially diverted from trash disposal costs to fund workplace improvements or small gifts.
- Emphasize that there isn’t additional work with the new recycling and compost program, only a modification of the waste collection protocol.

**EVALUATE THE 4R PROGRAM’S EFFECTIVENESS**

- Seek feedback and review procedures that were implemented.
- Conduct additional waste assessments.
- Identify cost savings and determine the volume of waste reduced.
- Acknowledge successes and contributions to the program.

**KEEP IT CURRENT**

Make adjustments to the program based on your evaluations. Be sure to keep communication open and seek input from employees. Share program information and updates periodically.
RECYCLING

Internal Collection Suggestions:

◊ Utilize uniform recycling bins with decals.
◊ Clearly label trash and recycling receptacles and consider using signs or posters with pictures for employees and guests. Post recycling guidelines in key locations, such as kitchens, or Community Halls.
◊ Consider eliminating any extra trash cans, and uses trash & recycling can liner only when necessary.
◊ Most printer cartridges are recyclable—check with manufacturer or retailer for take back or mail back options.
◊ Consider designating a formal collection area for additional recyclables, such as plastic bags and film, electronics, toner cartridges, etc.
◊ Consider drafting a “carry in, carry out” policy for outside group events & functions to eliminate frustrations with recycling and waste.
◊ Consider drafting a contract for group events with recycling guidelines & clean up protocol. Possibly institute a deposit for use of facilities, in hopes that all clean up needs are met before the deposit is refunded.
◊ Tompkins County Recycling & Materials Management representatives are available for educational presentations.

◊ Biweekly County curbside collection. Businesses are limited to 200 gallons of material and 2 cubic yards flattened and stacked cardboard.
√ Contract with private hauler: Businesses may contract with a private hauler to provide and service recycling totes or a dumpster. It may be beneficial to explore options of reduced trash service paired with increased recycling service. Refer to the list of licensed haulers online.
◊ Self-haul to Recycling and Solid Waste Center (RSWC): Businesses may bring their recyclables to the RSWC at 160 Commercial Avenue, Monday-Saturday, 7am-3:30pm. Refer to the Recycling Guidelines pamphlet for more information.
RECYCLING

ACCEPTABLE ITEMS

COMMON RECYCLABLE MATERIALS

What’s Accepted at the Curb:

Cardboard & Mixed Paper  
e.g. Pizza boxes, cereal boxes, newspaper, mail, magazines, office paper, paperback and hardcover books

Glass Containers  
e.g. Clear, green, & brown food and beverage containers

Metal Cans & Foil  
e.g. Aluminum foil and pie plates, food cans and empty aerosol cans including whipped cream or hair spray

Plastics  
e.g. Plastics marked #1, #2, #5 including bottles, tubs, carry-out and berry containers

Paper Cartons & Drink Boxes  
e.g. Milk, soy, juice & soup boxes

PLEASE
Empty all containers and rinse out any excess residue

Additional Recyclables Accepted at Recycling and Solid Waste Center Drop-off Area

• Batteries – lead acid and rechargeable
• Electronics
• Fire extinguishers
• Fluorescent light bulbs and tubes
• Fats, oils, grease (FOG) from cooking
• Food scraps
• Freon® and coolant units*
• Rigid plastics, e.g. storage totes, laundry baskets & buckets
• Plastic grocery bags & film – labeled #2 or #4, e.g. bread & produce bags
• Propane tanks
• Scrap metal
• Textiles & clothing
• Tires*
• Yard waste

* A solid waste permit and fee are required for these items. Items are subject to change without notice.

Visit www.recyclotompkins.org for drop-off event dates for Household Hazardous Waste and to register in advance, or call the TCRMM office. A solid waste permit is required.
FOOD SCRAPS RECYCLING

Collection suggestions:

◊ Cayuga Compost can accept all food scraps including meat, bones, dairy and coffee grounds, as well as paper towels/napkins.
◊ Clearly label food scraps receptacles and post food scraps guidelines in key locations such as the kitchen.
◊ Consider recycling food scraps at event dinners & lunches - take opportunity to educate guests on the Church’s efforts.
◊ For collection, many individuals find 2 to 5 gallon containers with lids most efficient.

◊ Compostable liners can be purchased from a number of local outlets to make collection clean and convenient; look for liners that are ASTM or BPI Certified.
◊ The RSWC can accept up to 10 gallons of food scraps per individual, per day at drop-off locations. The closest drop spot to St. Catherine of Siena Church is at Cayuga Heights Village Office on Sundays from 11am-3pm.

Explore employee education options:

◊ Tompkins County Recycling & Materials Management representatives are available for educational presentations.
◊ Contact Adam Michaelides at acm1@cornell.edu about arranging a presentation through Cornell Cooperative Extension’s Compost Education program.

Handling options for food scraps recycling:

◊ For more information about a collection service, visit the TCRMM website licensed haulers page here: https://recycletompkins.org/trash/licensed-haulers/.
FOOD SCRAPS RECYCLING

THE FOLLOWING MATERIALS ARE ACCEPTED FOR FOOD SCRAPS RECYCLING

- BREAD, GRAINS, & BEANS
- FRUITS & VEGETABLES
- PAPER NAPKINS & TOWELS
- MEAT, FISH, & BONES
- EGGS & DAIRY
- COMPOSTABLE BIN LINERS
**REDUCE & REUSE**

**REDUCE WASTE**

- Consider drafting a waste reduction policy for St. Catherine of Siena Church.
- Consider purchasing items in bulk when feasible.
- Consider eliminating trash bin liners for each room or only removing bags when truly soiled. Empty contents into a larger trash bag when collecting waste.
- Decrease the volume of junk mail that is received. Sign-up for Catalog Choice to remove St. Catherine of Siena Church from mailing lists by visiting [https://catalogchoice.org/](https://catalogchoice.org/).
- Consider using hanging waste baskets, produced by companies like Busch Systems, to conveniently collect small amounts of trash.
  - Smaller trash promotes less waste. (See Photo 1)

**REUSE**

Consider options to reuse surplus equipment:

- Local options include:
  - The ReUse Center, located in the Triphammer Mall [www.fingerlakesreuse.org](http://www.fingerlakesreuse.org)
  - Craig’s List ([www.craigslist.org](http://www.craigslist.org))
  - The Freecycle Network ([www.freecycle.org](http://www.freecycle.org))
  - Salvation Army ([www.salvationarmyusa.org](http://www.salvationarmyusa.org))
- Utilize the Northeast Recycling Council’s Reuse Marketplace ([http://www.reusemarketplace.org](http://www.reusemarketplace.org)).

**REBUY**

**ADOPT GREEN PURCHASING PRACTICES**

- Consider instating an official St. Catherine of Siena Church policy related to green purchasing practices.
- Determine the feasibility of using green cleaning products.
- Consider purchasing products with recycled content such as paper towels and toilet paper.
Material Handling in Tompkins County:
What you need to know

The following recommendations are designed to help a business manage and reduce its hazardous waste. For more information, please call 273-6632.

Why do these regulations matter?
Improper disposal of hazardous recyclables is a violation of section 140-32 D of the Tompkins County Code.

Hazardous waste materials have properties that make them dangerous or potentially harmful to human health or the environment, if they are not handled and disposed of properly. These hazardous products have the potential to poison, corrode, explode or ignite due to their chemical make-up.

Conditionally Exempt Small Quantity Generators (CESQGs)
Non-household generators that qualify as a CESQG can apply to utilize Tompkins County’s permanent hazardous waste facility to dispose of its hazardous waste in a cost-effective and environmentally-sound manner.

A generator is a CESQG if in a calendar month:
- They generate no more than 220 lbs of hazardous waste and no more than 2.2 pounds of acute hazardous waste, AND
- They store no more than 2,200 pounds of hazardous waste and 2.2 pounds of acute hazardous waste.

For more information or to obtain an application form, call 273-6632.

Fluorescent Bulbs
- Manage bulbs in a manner so that breakage is minimized.
  - Save empty fluorescent bulb boxes to store spent bulbs.
  - Label storage boxes “Used Lamps” and with an accumulation start date.
- Purchase green end cap lamps, which contain less mercury.
- Recycle bulbs by contacting a certified recycler or through Tompkins County Solid Waste’s program. CESQG’s must register for the program and pay a small fee for these items.

Computers and Electronics
- Computers can be recycled at Tompkins County’s RSWC, after registering and weighing-in at the scale house, or through the manufacturer, thanks to the NYS Electronic Equipment Recycling and Reuse Act.
- Consider following EPEAT certification standards to purchase greener computers and electronics.
- Consider renting or leasing equipment instead of buying outright.
- Upgrade portions of a system instead of the entire computer and look to buy products that can be partially upgraded.
- Donate unwanted computers to local agencies such as the Finger Lakes ReUse eCenter or Computer All-Stars.
- Computers must be recycled under NYS c7 scrap metal exemption, meaning that they must be properly recycled, or disposed of as hazardous waste.

Batteries
- Invest in rechargeable batteries and a charger for dry cell batteries (some battery chargers are solar-powered). Rechargeable batteries can be recycled through manufacturers, retailers, and Tompkins County’s RSWC. These items should not be sent to the landfill.
- Increase the life of dry cell batteries by storing them safely in a cool, dry place.
- Purchase equipment that does not require batteries.
- Set-up your own recycling program through www.rbrc.org or http://earth911.com/recycling/mail-back-programs-recycling-from-home/#batteries
Check to make sure you **RECYCLE RIGHT!**

Due to limited or no markets for certain plastics, only those containers marked #1, 2 or 5 are now accepted for curbside collection.

**Examples include:**
- water and soda bottles
- most carry-out and berry containers
- butter and yogurt tubs
- milk jugs

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**Clean the Stream, Recycle Right**

- Buy products that are recyclable and include recycled content. Select plastics that are #1, #2 or #5.
- Businesses can set out up to 200 gallons of recyclable material and 2 cubic yards of flattened cardboard for collection every other week.
- Containers must be rinsed and free of food residue.
- Set out material that can be recycled (NO plastic bags or film, small unmarked rigid plastics, Styrofoam™).

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**What’s Accepted at the Curb**

**Cardboard & Mixed Paper**
e.g. Pizza boxes, cereal boxes, newspaper, mail, magazines, office paper, paperback and hardcover books

**Glass Containers**
e.g. Clear, green, & brown food and beverage containers

**Metal Cans & Foil**
e.g. Aluminum foil and pie plates, food cans and empty aerosol cans including whipped cream or hair spray

**ONLY! Plastics**
e.g. Plastics marked #1, #2, #5 including bottles, tubs, carry-out and berry containers

**Paper Cartons & Drink Boxes**
e.g. Milk, soy, juice & soup boxes

**PLEASE**
Empty all containers and rinse out any excess residue

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**RECYCLING AND MATERIALS MANAGEMENT**
**OF TOMPKINS COUNTY**

Learn more at:
recycletompkins.org
607-273-6632
SINGLE STREAM

✓ Office & Shredded Paper
✓ Newspaper & Magazines
✓ Cardboard & Pizza Boxes
✓ PET & HDPE Plastics
✓ Metal Cans & Foil
✓ Paper Milk & Juice Cartons
✓ Glass Containers

www.RecycleTompkins.org

No
× Plastic Bags
× Styrofoam®
× Drinking Glasses
× Pyrex®
× Compostable Plastics
× Hangers
× Coffee Cups

Tompkins County’s ReBusiness Partners Program thanks you for doing your part.
Food Scraps

- BREAD, GRAINS, & BEANS
- FRUITS & VEGETABLES
- MEAT, FISH, & BONES
- EGGs & DAIRY
- PAPER NAPKINS & TOWELS

No
- Bottle Caps
- Coffee Cup Lids
- Juice Boxes
- Plastic Bags
- Plastic (Cups, Straws)
- Potato Chip Bags
- Styrofoam®
- Utensils
- Yard Waste

Tompkins County Solid Waste thanks you for doing your part.

www.RecycleTompkins.org