



# Cigarette Waste Receptacle Grant Application

## Applicant Contact Information

Name:	Position/Job Title:
Email Address:	Phone:

## Business Information

Business Name:	
Physical Business Address:	City/State/Zip:
Mailing Address (if different)	City/State/Zip:
Number of Employees:	Site Manager (if applicable):
Business Type (check all that apply):	
<input type="checkbox"/> Retail	<input type="checkbox"/> Services
<input type="checkbox"/> Food service establishment	<input type="checkbox"/> Other (please specify): _____

How many receptacles are you requesting for your establishment?

## Program Criteria

1. Describe how the cigarette waste receptacles will be used at your establishment. Please include, at a minimum, the following information: Where will the units be installed? What is the primary use of the area and how heavily is it used? Do you currently have a problem with cigarette litter in that area? Is the area adjacent to a waterway?

2. Please detail your plan for maintaining the cigarette waste receptacles. Include who will be responsible for monitoring and emptying the units and how often it will be serviced.



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## Program Criteria (cont'd)

3. Will the cigarette waste receptacles be placed in an area primarily used by staff, customers, or both?

Staff

Customers

Both

4. Why is your business interested in installing one or more cigarette waste receptacles?

5. Does your business currently have any cigarette waste receptacles? If yes, how many?

6. If you answered yes to #5, what is the approximate distance between the nearest existing cigarette waste receptacle and your proposed location for the new receptacles?

7. How will your establishment communicate the importance of preventing cigarette litter to customers and staff? A toolkit of outreach resources for the #NoButtsAboutIt campaign (signs, social media graphics, etc.) will be provided to all applicants.

8. Sign me up to receive the askHRgreen.org e-newsletter:  Yes  No

9. Would you like to become a Bay Star Business? (If yes, please complete page 4)  Yes  No

10. Is your business interested in additional educational resources from askHRgreen.org? If yes, check all that apply:

Best Management Practices for Animal Services

Wild Geese Management

Best Management Practices for Kitchen Staff

Recycling and Waste Reduction

Best Management Practices for Automotive Services

Indoor and Outdoor Water Conservation

Best Management Practices for Lawn Care Providers

Green Landscaping Tips



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## Cigarette Waste Receptacle Agreement

By signing below we acknowledge that our business management team as well as on-site staff are committed to completing the routine maintenance items listed below. We also acknowledge that failure to perform such maintenance will be grounds for removal of the cigarette waste receptacles. The City/County may remove the receptacle(s) at any time due to change in management, lack of use, and/or failure to maintain the station.

By signing below the applicants agree to the following:

- Once cigarette waste receptacles are awarded, it must be installed within 14 days.
- Applicants will use some method to educate staff and customers about the installation, purpose and use of the cigarette waste receptacles.
- Once installed, each cigarette waste receptacle will be monitored regularly for the following items:
  - Receptacle is anchored to the ground or weighted with sand.
  - Receptacle lid is fitted properly to base.
  - Receptacle is not allowed to become overfull and is emptied regularly.
- The City/County does not accept liability for injury resulting from the use of receptacles or improper installation of receptacles. Receptacles shall be used at the business' own risk.

**Application must be signed by two employees of the business, preferably one person from management and one person who will be on-site to oversee maintenance of the receptacle.**

Name:

Position:

Phone:

Email:

**Signature:**

**Date:**

Name:

Position:

Phone:

Email:

**Signature:**

**Date:**

**Please submit completed form via email to [HRGreen@hrpdcva.gov](mailto:HRGreen@hrpdcva.gov) or mail to**  
**askHRgreen.org**  
**Attention: Cigarette Waste Receptacle Grant Program**  
**723 Woodlake Drive**  
**Chesapeake, VA 23320**

# Become a Bay Star Business!



Working together for clean, healthy waterways

**BAY STAR**  
**Business Partner**  
askHRgreen.org/BayStarBusiness

When your business becomes a Bay Star Business, you are letting customers know you care about a cleaner, greener Hampton Roads. Your participation requires just five easy, low or no-cost pledges. It's free. It's easy. And it's GOOD for our local waterways. **Complete form below to get started or apply online!**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Title:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Number of BSB Window Clings Requested:** \_\_\_\_\_

**Would you like to receive the askHRgreen.org newsletter? (Y/N)** \_\_\_\_

**Pick FIVE actions from the list below to get started. Some examples provided but actual practices may vary.**

## ★ Inside Your Business

- \_\_\_ Conserve water (*Install low flow fixtures, check for leaks, drink tap over bottled water*)
- \_\_\_ Reduce, Reuse & Recycle More, Trash Less (*Provide convenient recycling bins, use supplies made with recycled content*)
- \_\_\_ Properly handle and dispose of hazardous waste (*Store chemicals safely, choose nontoxic /cleaning products*)
- \_\_\_ Conserve energy (*Install LED or other energy efficient lighting, use programmable thermostats*)
- \_\_\_ Protect your pipes (*Post signage about "What Not to Flush," install sink strainers in kitchen sinks*)
- \_\_\_ Promote environmental stewardship among employees (*Encourage volunteerism, sign up for Bay Star Homes*)

## ★ Outside Your Business

- \_\_\_ Keep outdoor areas litter-free (*Regularly sweep and keep outside spaces free of litter, pick up pet waste*)
- \_\_\_ Implement "green" landscaping practices (*Plant native plants and trees, use environmentally-friendly landscapers*)
- \_\_\_ Be a stormwater steward (*Keep ground free of oils, grease, fuels, and chemical residue; report illegal dumping*)
- \_\_\_ Properly handle/dispose of hazardous waste (*Have spill response kits available, safely store chemicals*)
- \_\_\_ Handle company vehicles with care (*Perform maintenance/repairs inside or under cover; wash away from storm drains*)

## ★ In the Community

- \_\_\_ Organize or participate in a community cleanup or beautification project (*Adopt-A-Spot, Great American Cleanup*)
- \_\_\_ Host a green event at your facility (*Hold a green outreach event/seminar/conference, organize a recycling drive*)
- \_\_\_ Buy local products and services (*Buy from the farmer's market, use local artisans and services*)
- \_\_\_ Become a recycling drop-off location for the public (*Provide or allow another organization to maintain a collection bin*)

*Paper applications can be submitted by mail to: askHRgreen.org, 723 Woodlake Drive, Chesapeake, VA 23320. Your Bay Star Business window clings and welcome packet will be mailed to the mailing address provided on your application.*