



# Organics Law Outreach

## Instructions for Identifying Businesses



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

### Introduction

These instructions support local governments in developing a general list of businesses impacted during phase one and two of implementing the business organics management requirements, which are a product of the [Organics Management Law](#). Using Data Axle, an online resource available through many libraries, this tool will auto-populate businesses and their contact information in a jurisdiction. This list may not identify *every* business impacted but does provide a starting point for notification of the business requirements.

Email all questions about this tool to [organics@ecy.wa.gov](mailto:organics@ecy.wa.gov).

**Note: You will need your local library card to access this resource.**

### Walkthrough of Data Axle online resource

1. Using your local library card, access your library's webpage.
2. On your library's webpage, find "Online Resources" or something similar.
3. You'll be provided a list of research topics. **Choose "Business, Careers, Finance, Fundraising."**
4. Select the **Data Axle Reference Solutions** resource.
5. Input your library card information if directed.
6. Select "Search" under **U.S. Businesses**.

**U.S. Businesses**

94 Million Businesses

4.1 Million Closed Businesses

**SEARCH** MORE INFORMATION

(continued on following page)

7. Choose **Advanced Search**.

U.S. Businesses Database

Quick Search **Advanced Search**

Fill out one or more of the following criteria boxes, then click "View Results" button.

Company Name  Executive First Name  Executive Last Name

City  State  Phone

[Additional Filters](#) [Clear Search](#)

8. Choose the following filters on the lefthand side of the page:
- a. Keyword/SIC/NAICS
  - b. Geography – County
  - c. Business Size – Sales Volume

Executive Gender

Executive Ethnicity

Business Type ✓

**Keyword/SIC/NAICS**

Major Industry Group

Geography ✓

Map Based Search

City / State

Metro Area

ZIP Codes

Radius

**County**

Street Address

Neighborhood

Mailing Address

Phone

Business Phone

Area Code

Toll Free Numbers

Fax Numbers

Business Size ✓

Number Of Employees

**Sales Volume**

Ownership

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9. Populate the filters with the following information:
  - a. Keyword/SIC/NAICS
    - i. Select **“Search All NAICS”**
    - ii. In the table at the bottom of this section, input the following NAICS codes: 11, 6113, 622,623, 72, 311, 455 (each number should be in a different cell)

**Keyword/SIC/NAICS**
Search Tips ⓘ Collapse ▾ Remove ✕

Search All SICs

Search Primary SIC Only

**Search All NAICS**

Search Primary NAICS Only

SHOW 2 - 6 DIGIT CODES

ex Restaurants

Results:

Selected:

Enter 2 - 8 digit [NAICS Codes](#) in the boxes below.

11	6113	622	623	72
311	445			

▶ **Paste NAICS codes** [Clear Field\(s\)](#)

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- b. County
  - i. Washington
  - ii. Choose the county you're interested in
- c. Sales Volume
  - i. Click the button **"Show More Options"**
  - ii. In the **"From"** field input 1000, leave the **"To"** field empty

**Sales Volume**
Search Tips ⓘ Collapse ▾ Remove ✕

Less Than \$500,000
\$500,000-1 Million
\$1-2.5 Million
\$2.5-5 Million
\$5-10 Million
\$10-20 Million
\$20-50 Million
\$50-100 Million
\$100-500 Million

HIDE OPTIONS

**Actual Sales Volume**

To search sales volume using *Actual Sales Volume*, enter a number in both the **From** and the **To** fields.

**From**

max 999999999

**To**

max 999999999

**Examples:**

Searching *Actual Sales Volume* is done in **thousands of dollars**.

To search from \$500,000 to \$1,000,000 enter *500* in the **From** field and *1000* in the **To** field.

To find \$1,200,000 and up enter *1200* in the **From** and leave the **To** field empty.

[Clear Field\(s\)](#)

10. Click the green button at the top of the screen **"View Results"**

VIEW RESULTS

UPDATE COUNT

**RECORD COUNT**

**18,256,840**

**BUSINESS HISTORY**

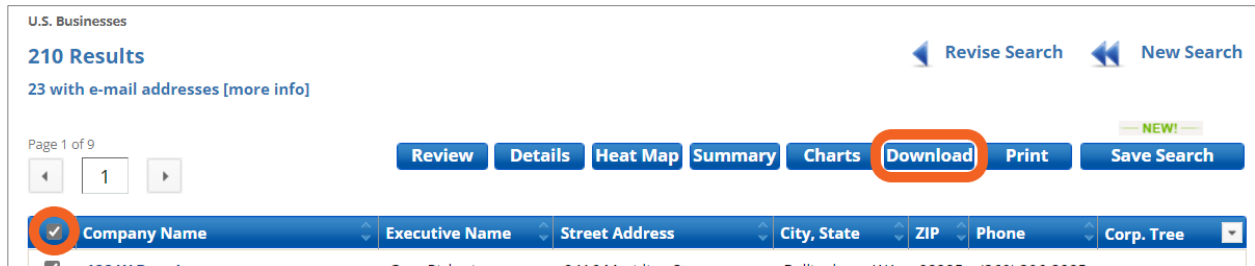
[more info](#)

CLEAR SEARCH

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11. This step populates a list of businesses that likely qualify within your BOMA during Phase 1 (businesses generating 8 cubic yards of organic waste) and Phase 2 (businesses generating 4 cubic yards of organic waste) – [see Focus Sheet for details](#). This can act as your preliminary list of businesses to whom you will reach out.
  - a. Reports are available for download that can support further refinement of these results.
    - i. Use the radio button to select all the results, then click the **Details** button.



- ii. This populates details of each result. In this screen, click the **Download** button.
  1. **Choose Comma Delimited and Summary.**
  2. An Excel sheet will be downloaded to your computer.
  3. This will give you an overview of the results that will also further refine your outreach strategy.

