



Organics Law Outreach

Instructions for Identifying Businesses



DEPARTMENT OF
ECOLOGY
State of Washington

Introduction

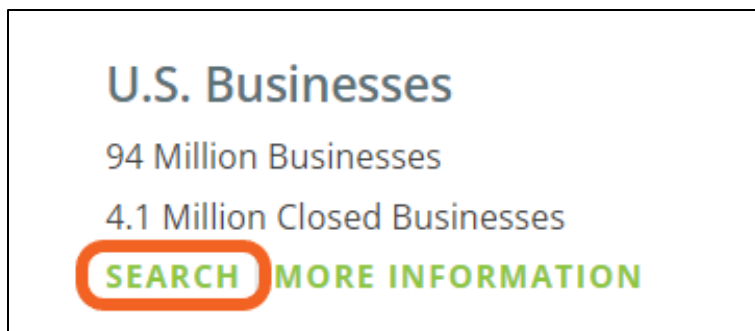
These instructions support local governments in developing a general list of businesses impacted during phase one and two of implementing the business organics management requirements, which are a product of the [Organics Management Law](#). Using Data Axle, an online resource available through many 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.

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**.



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7. Choose **Advanced Search**.

The screenshot shows the 'U.S. Businesses Database' interface. At the top, there are two tabs: 'Quick Search' and 'Advanced Search'. The 'Advanced Search' tab is selected and highlighted with an orange circle. Below the tabs, a text instruction reads: 'Fill out one or more of the following criteria boxes, then click "View Results" button.' The form contains several input fields: 'Company Name', 'Executive First Name', 'Executive Last Name', 'City', 'State' (a dropdown menu currently showing 'All'), and 'Phone'. At the bottom left of the form is a link labeled 'Additional Filters', and at the bottom right is a link labeled '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

The screenshot shows a vertical sidebar of filter categories. Each category has a header with a plus icon and a green checkmark. The categories and their sub-items are: 'Executive Gender' and 'Executive Ethnicity' (both unchecked); 'Business Type' (checked, with 'Keyword/SIC/NAICS' selected and circled in orange); 'Major Industry Group' (unchecked); 'Geography' (checked, with 'County' selected and circled in orange); 'Map Based Search', 'City / State', 'Metro Area', 'ZIP Codes', 'Radius', 'Street Address', 'Neighborhood', and 'Mailing Address' (all unchecked); 'Phone' (unchecked, with sub-items 'Business Phone', 'Area Code', 'Toll Free Numbers', and 'Fax Numbers'); 'Business Size' (checked, with 'Sales Volume' selected and circled in orange); 'Number Of Employees' (unchecked); and 'Ownership' (unchecked).

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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, 111419, 111998, 424590, 236115, 236116, 236117, 236118, 238350, 561730 (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

1000

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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Food Waste Prevention – Marketing Guide
April 2024

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.
- Reports are available for download that can support further refinement of these results.
 - Use the radio button to select all the results, then click the **Details** button.

U.S. Businesses

210 Results

23 with e-mail addresses [more info]

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Review Details Heat Map Summary Charts **Download** Print Save Search

Company Name Executive Name Street Address City, State ZIP Phone Corp. Tree

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

U.S. Businesses

Download

Step One: Select your file format

☒ Comma Delimited (Most Popular)

☐ Excel (2007/2010)

☐ Tab Delimited

Step Two: Select your level of detail

☒ **Summary** - includes name, address, phone number and 17 additional data fields

☐ Detailed - includes all data

☐ Custom - select fields to export

Data Dictionary

Having trouble understanding all the different codes in your download?
The [Data Reference](#) has a legend to help you.

DOWNLOAD RECORDS EMAIL RECORDS