



RECYCLING TIPS SHEET

REDUCE

- Purchase supplies in bulk or with less packaging
- Keep mailing lists updated to reduce wasted or returned mail
- Receive and pay bills electronically
- Use both sides of paper when possible
- Rent or borrow tools and equipment for limited use
- Lease office equipment
- Leave grass clippings on your lawn as mulch
- Buy and use durable items instead of throwaways
- Get schools to switch from disposable to plastic reusable lunch trays
- Use cloth napkins and towels

RECYCLE

- Start a compost pile at your home, school or office
- Start a recycling program at your school or office
- Recycle toner cartridges
- Take used motor oil to a collection center or business that accepts and recycles it
- Visit Call2Recycle.org to find drop-off sites for rechargeable batteries in your area
- Visit Earth911.com to find recyclers accepting electronic waste in your area (cellular phones, printers, computers, computer peripherals, etc.)

REUSE

- Share magazines and books or donate to retirement homes, shelters or hospital and office waiting rooms
- Repair used items instead of purchasing new ones
- Donate usable items to charities
- Take your own canvas/reusable bags to grocery stores
- Store leftover food in reusable containers
- Choose rechargeable batteries
- Check out books from the library or buy used books
- Participate in a paint collection and reuse program
- Reuse durable coffee mugs and refillable bottles

REBUY

- Buy products made from or packaged in recycled materials
- Avoid buying non-recyclable items and find out what items local recyclers accept
- Ask stores where you shop to stock items made from recycled materials
- Shop at thrift shops, consignment stores, garage sales, and classified ad