



WORKPLACE WASTE REDUCTION

GENERAL WORKPLACE

Waste from the workplace often makes up over a third of municipal solid waste. Recycling and waste reduction in the workplace are important tools to help minimize landfill space, to save resources and to reduce disposal costs.

PAPER USE

- Copy two-sided when possible and set laser printers for duplexing.
- Use half-page memo forms when possible to reduce paper usage.
- Optimize print runs for literature and letterhead to avoid outdated material.
- Have a central file system to reduce duplication.
- Use electronic mail or route slips for interoffice communication.
- Use erasable marker boards or bulletin boards in communal areas for office communication.
- Share magazine subscriptions and newspapers. Pass used magazines/newspapers on to schools, libraries, and retirement homes.
- Reuse scrap paper. Use both sides of paper for writing notes before recycling.
- Use recycled-content paper for your copier, letterhead, business cards, forms, etc.
- Print or display the “chasing arrows” logo signifying recycled content printed on the paper; your customers will notice and appreciate it.
- Whenever possible, use white paper for legal pads, phone message pads, promotional material, etc., instead of colored paper which is not as easily recycled.
- Recycle your office paper.

OFFICE SUPPLIES

- Ask your suppliers to reduce their packaging.
- Purchase refillable cartridge pens and mechanical pencils instead of disposable ones.
- Use rechargeable batteries in beepers, flashlights, etc.
- Recover and reuse window envelopes used for employee payroll checks.
- Reuse folders and binders or donate them to schools.
- Recharge toner cartridges and reload printer ribbons versus purchasing new ones.
- Recycle cardboard boxes from shipments or arrange for your supplier to reuse them.

DURABLE GOODS

- Use ceramic or plastic mugs for employees’ drinks instead of disposables.
- Utilize online materials instead of print whenever possible. When physical copies are necessary, make sure you print double-sided.
- Purchase high-quality, durable equipment with good service contracts.
- Instead of throwing away broken equipment, have it repaired, or sell or donate it to someone who can repair it or use it for parts.



FOOD SERVICE

- Use durable, permanent tableware instead of disposables.
- Minimize the use of straws.
- Offer fountain beverages in glasses, not disposable cups.
- Buy bulk food and condiments to use in refillable containers instead of single serving packages.
- Use aluminum can vending machines instead of paper or plastic cup dispensing machines.
- Locate a recycling container near the machine to collect the aluminum cans.
- Before disposing of recyclable plastic containers, remove lids to facilitate recycling.
- Recycle glass, aluminum and cardboard that is used in food preparation.

PACKAGING

- Redesign shipping containers to be reusable, or to function as well with less material.
- Put a note in packages to encourage customers to reuse packing material.
- Reuse paper, boxes, packaging peanuts, and bubble wrap to ship packages, or pass on such materials to shipping centers, mailing centers, etc., after your usage.
- Buy end rolls from local printers or newspapers for use as packing material. (They are the final few feet of a printer's roll of paper which can't be used.)

BULK MAIL

- Keep mailing lists updated to reduce wasted mail.
- When possible, fold and staple the paper instead of using an envelope.
- Have mailings printed on recycled-content paper and note it with the "chasing arrows" logo.

MISCELLANEOUS

- Use cloth towel machines or air dryers in bathrooms rather than disposable paper towels. If you are using paper towels, buy recycled-content ones. Toilet tissue is also available with recycled-content paper.
- Replace regular light bulbs with compact fluorescent ones. They use one-quarter of the energy of regular bulbs and last much longer, producing less waste.
- Install reflectors in the fluorescent bulb fixtures, which can give you the same amount of light with fewer bulbs. They are available in commercial lighting stores.
- Use long-life, compact fluorescent bulbs in exit signs.
- For catered events, use washable utensils, tableware and napkins.
- Look for disposable items that appear in large quantities in your trash. If possible, replace them with reusable or recyclable materials.
- Donate used furnishings, carpet, equipment, production overruns/irregulars or discontinued items to non-profit organizations.
- Manufacture, distribute, and buy products in returnable, recyclable, and recycled-content packaging.