

REDUCING WASTE IN THE WORKPLACE

CAN YOU PASS THE BUSINESS WASTE REDUCTION TEST?

Color in the items you already practice and check those that you can easily begin

- Make double-sided copies the standard in your office
- Circulate memos, versus making copies for everyone
- Make scratch pads from used paper
- Reuse large mailing envelopes
- Use outdated letterhead for in-house memos
- Save documents on CDs instead of making hard copies
- Proof documents on screen before printing
- Share subscriptions and donate old magazines and journals
- Reuse newspaper and shredded paper for packaging
- Ask suppliers for deliveries to be made in returnable containers
- Save and reuse foam “peanuts” or “bubble wrap”
- Use unbleached, recycled-content packaging
- Buy recycled and recycled-content products
- Order supplies by voicemail or e-mail to reduce paper waste
- Use cloth roll towels, hot air dryers or recycled-content paper in restrooms
- Consider purchasing remanufactured or reconditioned equipment
- Reclaim usable parts from old equipment
- Rotate tires on business vehicles and keep them properly inflated to prolong tire life
- Use rechargeable batteries
- Rebuild and refill fax and printer cartridges
- Sell or donate old furniture/equipment to employees and charitable organizations
- Collection paper that has been used on one side and reuse as draft paper in fax machines, for scratch pads and copiers
- Locate bins close to where recyclables are generated to encourage employee participation
- Order bulk items to reduce packaging
- Avoid ordering excessive supplies
- Use reusable coffee filters

Allied Waste Services is here to help you prevent waste, promote recycling and put better waste management practices into place. Call our Sales Manager at 408-635-1412 for more information!