



WASTE MANAGEMENT

Tips for Waste Reduction and Recycling



Being careful about what you buy, consume, and throw away may not seem all that exciting even for the most committed environmental steward. But efficient daily practices and a little old fashioned common sense are good for the environment and your bottom line.

Use this checklist to see how many waste management and recycling practices you've implemented. Then make a plan of action to expand your efforts.

Waste Reduction and Recycling

- Make waste reduction a priority in the way you manage your business/school/golf course/cemetery/home.
- Measure the volume or weight of the garbage you generate and set measurable reduction targets.
- Evaluate the waste you generate to identify and reduce your greatest sources of waste.
- Reject wasteful consumption by carefully considering what you need and buying products that last.
- Purchase products with minimal packaging or packaging that can be recycled, or buy in bulk.
- Eliminate unnecessary paper consumption by posting office announcements in central locations, using e-mail, sharing and circulating documents, and using two-sided copies.
- Encourage the use of cloth napkins, cloth lunch bags, sponges/dish rags, reusable plates, and reusable coffee filters instead of paper alternatives.
- Reuse shipping and packing materials, draft paper, and interoffice envelopes that would normally be disposed of after one use.
- Repair or donate older or unwanted equipment and household goods to local charitable groups, rather than dispose of them.
- Purchase durable furniture and equipment or products made of recycled material to reduce waste from inferior products.

- Purchase recycled or refillable products instead of one-time use office supply products (*e.g.*, refillable tape dispensers, laser cartridges, typewriter ribbons, pens, reusable coffee mugs).
- Purchase recycled paper products, such as copy paper, printed materials, bathroom tissue, etc.
- Choose recycled paper for printed materials such as brochures, annual reports, and marketing materials.
- Set up a recycling program that includes collection and recycling of paper, glass, cardboard, aluminum, tin, and plastic.
- Set up recycling receptacles with well-written instructions in convenient locations to encourage employee and guest use. Actively encourage participation in recycling efforts and strive for at least 75% participation.
- Compost outdoor wastes such as grass clippings, leaves, and tree limbs, on site, or send them to local composting facilities.

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