Business Recycling Tips:

□ Place a recycling bin next to every trash can.

□ Find out if your waste disposal contractor offers onsite waste audits, indoor collection containers, signage, educational materials or trainings to help improve your program.

□ Keep mailing lists up to date - Stop incoming mail duplicates and catalogs addressed to former employees.

□ Make sure all printers have double-sided set as the default.

□ Recycle printer cartridges, batteries, and lightbulbs.

□ Sell or donate your used office furniture and equipment.

□ Use shredded paper, instead of Styrofoam peanuts, for packing.

□ Share materials, circulate single copies of documents, newsletters, etc., among employees.

□ Create a centralized cabinet in which employees can place usable items they no longer need so that other employees can utilize them.

□ Post announcements on a bulletin board instead of distributing individual copies.

□ Use electronic data storage instead of hard copy files.

□ Print drafts of documents on the backside of used paper.

□ Reduce your energy consumption:
  ➞ Turn off computers when not in use
  ➞ Turn off office lighting when not in use
  ➞ Activate the sleep mode on your computer so it switches off the screen after 10 minutes of no use
  ➞ Switch off office equipment at night when leaving the office

□ Establish purchasing guidelines to encourage waste prevention (durable, concentrated, reusable, high quality).

□ Buy recycled products — the greater the demand, the more products will be made with recycled materials

□ Consider length of warranty and availability of repair services when purchasing equipment.

□ Consolidate separate forms, reports and memos. Double-side forms or redesign them to fit on a half sheet. Eliminate any process using products that are outdated or no longer needed.

Stopping Unsolicited Mail, Phone Calls, and Email—Federal Trade Commission
https://www.consumer.ftc.gov/articles/0262-stopping-unsolicited-mail-phone-calls-and-email