



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 ELIMINATE ANY PROCESS USING PRODUCTS THAT ARE OUTDATED OR NO LONGER NEEDED.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](https://www.consumer.ftc.gov/articles/0262-stopping-unsolicited-mail-phone-calls-and-email)--Federal Trade Commission

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