



**R**ecycling and  
**E**nvironmental  
**A**ction  
**P**lanning  
**S**ociety

# Greening Your Office

## Tips by Email

Attention: **Office Staff**  
Date: **October 2011**

From: **REAPS**  
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### **GREEN TIP #18 :**

## *Shipping*

Strive to make your shipping operations easy on the planet. Try to ship in the most environmentally responsible way possible.

Whenever possible, choose environmentally-friendly packaging material ([http://dir.yahoo.com/Business\\_and\\_Economy/Business\\_to\\_Business/Packaging/Eco\\_Friendly/](http://dir.yahoo.com/Business_and_Economy/Business_to_Business/Packaging/Eco_Friendly/)). If your company uses pallets to ship boxes stabilized with stretch wrap, strapping, or corner boards, look into switching to more environmentally-friendly unitizing systems such as Lock n' Pop (no endorsement intended).

### **Greenest Packing**

- Reuse shipping materials. It is best environmental practice to reuse a box made of virgin trees rather than to buy a new box made from recycled content, ditto for packing materials. Shipping materials that already exist represent embodied energy. Energy was already used to manufacture that box or bubble wrap, so it's a done deal. The resources used or pollution caused by its creation can't be taken back. The best thing you can do at this point is extend the product's useful life.
- If you can't remove old tape or labels from a box, turn it inside out. Break open the bottom seams and the side seam, which you can see inside the box. Refold the box inside out and secure the seams with packing tape.
- Use the smallest box that fits your needs. Besides using less resources for the box itself, this also reduces the amount of materials required to protect the cargo.
- Use old bubble wrap, packing peanuts, tissue paper, boxes, crumbled newspaper and magazine pages.
- To safely nestle smaller gifts, use popped popcorn. Use plain popcorn and the recipient can compost them, or feed them to the birds!
- Run damaged or over-reused wrapping paper through the shredder for festive packing material.

*Any Questions or Suggestions? Call or Email us! 250 561 7327 or [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)*