



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #30:

October 2012

“Improve your recycling program”

Improve your current recycling program

Even if you already recycle there is always more you can do - 75 percent of businesses have some form of recycling program, but only half of recyclable paper and cardboard in the Lower Mainland actually gets recycled.

Here are some ways to improve recycling around your work place:

Place paper recycling bins close to where waste paper is generated (beside workstations, printers, photocopiers, fax machines and mailroom). Make sure bins are clearly labelled so they don't get contaminated with garbage.

You can find printable recycling signs at

<http://www.metrovancouver.org/services/solidwaste/Pages/Resources.aspx>

In a small office, have someone take your recyclables to a depot rather than getting a pick-up. Research recycling companies to see which ones in your area offer a variety of services that you can customize to suit your office. Make sure that everyone is on the same page—employees, management, janitorial staff, and program coordinators. Plan a regular overhaul of the program. Once per year audit your garbage to see what materials are still ending up in the trash.

Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!