



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 #31:

November 2012

Suzuki's Waste Reduction –Part 1

David Suzuki suggests the following steps to reducing waste in your workplace:

BACKGROUND

Reduce, reuse and recycle! Canadians manage to generate more than 30 million tonnes of solid waste each year, and industrial, commercial and institutional sources account for about half of that. This is part 1 of a 3-part article about how you can make changes to reduce the amount of waste produced by your office.

FIRST STEPS

Show this video: www.storyofstuff.com at a staff meeting.

Rent or lease instead of buying.

Paper less

- Print less. Use email!
- Set 'double sided' as the default setting on your printer(s). (Consider multiple images per page.)
- Save discarded papers that are printed on one side only and use them for scrap paper, or for working documents that only need single side printing
- Reuse envelopes (again and again!). Apply address labels made of recycled paper and water-based glue. (Make some stickers as reminders to those on the receiving end.)
- Use overheads and power point presentations at meetings.
- Offer to provide copies on a request basis only, or circulate electronic documents.
- Use cloth towels or cloth-roll dispensers in washrooms.
- Get online subscriptions to newspapers and magazines. If you must have hard copies, get one per office and share.
- Ask your telephone company to limit directory deliveries, or use online resources instead.
- Encourage garbage-less lunches and snacks for staff – lunch kits instead of paper bags; thermoses or consumer cups instead of plastic, Styrofoam or paper cups; containers instead of plastic wraps.
- Despite the rise of recycling, the average person generates twice as much trash today as in 1960, and most of that could be recycled or composted. At least 60 per cent of stuff tossed away as waste could be used as valuable resources.
- Use an online community where you can share documents virtually instead of sending them multiple times or using physical copies. Examples: Google doc, 4shared.com, MS Office online, Google groups.

Text from: http://www.davidsuzuki.org/publications/downloads/2009/dsaw_toolkit_web.pdf

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