



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 #39:

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A Staple

Staples are a common item found in many office drawers. They provide an easy way to keep papers together, but they are not the only items that can do this. If every office worker in the UK used one less staple a day they would save 120 tons of steel. So before you reach into your desk to grab your stapler try one of these eco friendly alternatives.

Paper Clips

While paper clips are made out of similar materials to staples paper clips are reusable. Thus they provide an effective way to hold together paper in a sustainable manner. They also come in different sizes allowing them to hold together different amounts of paper. If you do not like paper clips because you can never find them, place them in a small dish or container on your desk in an easily assessable location.

Binder Clips

Binder clips have many of the same qualities as a paper clips. They can hold together paper and be reused again. They also come in different sizes. binder clips, however, can be bulky and can take up room in when the papers they are holding are stored. This can be fixed by alternating how the groups of papers are stored. For example if you have one pile with the binder clip at the top, turn the next pile so that the binder clip is located at the bottom.

Staple Free Stapler

A staple free stapler provides a method to hold paper together, as the name says, without staples. The stapler works by punching and folding the papers together. Some people do not like these staplers because the fold can come undone and the papers can therefore separate. Most models are not able to staple many papers together either. You can test to see how many papers you can staple together with your model and then use it to hold together papers that are not going to be moved a lot. This will limit the chance of them coming undone.

Binders & Folders

Binders and folders are a good alternative to staples if you have a large amount of paper or if the papers are going to be moved around a lot. You can solve the problem of binders taking up a large amount of room by alternating them, similar to the binder clip. As per folders, you can stop your papers falling out by finding one that seals.

If you find that no of these options will work for a certain project, then staples should be used. However use them sparingly, we need to protect our natural resources and every little bit helps.



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