



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

# 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 #56:**

December 2014

## Where the Ink Are You Going?



Roughly 35 million ink cartridges are thrown out annually in Canada. Once in the trash the ink cartridge may be out of your mind but it is still present on in our landfills, for a minimum of 450 years. Not only will there be ink cartridges long after you are finished with them but making new cartridges requires burning over 2 quarts of petroleum, for each new cartridge.

How can you help? Make sure that all of your offices cartridges end up being recycled. By ensuring that your office properly recycles its cartridges you will help lower the amount of resources used to create new ones as 97 percent of your old cartridge can be used in the creation of a new one.

You can help your cartridge last longer by encouraging your employees to only print documents that they need to have a print copy of. Otherwise use email or memory sticks to pass along documents electronically.

You can help to lower the amount of plastic that is required in making new cartridges by looking into having your printer cartridges refilled once they have run out of ink.



*Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!*