



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 #72:

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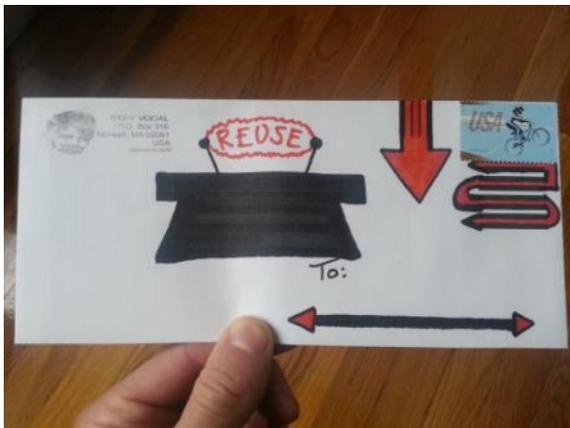
Reuse envelopes in the office

Envelopes, especially return envelopes, can be a large source of waste and clutter in an office. To help reduce this waste, try reusing envelopes. Envelopes can be used as bookmarks, for writing notes and to-do lists, and for keeping odds and ends in. Reply envelopes can be especially good for sending new letters in. You can either cross the previous information out or put a label over it to resend. Most envelopes will still be in good shape and can be reused rather than or before they are recycled. Check out this website for instructions on how to turn an envelope inside out if you're looking for a cleaner look for your reused envelope.

<http://www.instructables.com/id/How-to-Reuse-a-Return-Envelope/>



Another way to save envelopes is to avoid using them when possible. Try other ways of communicating in and out of your office, such as calling, e-mailing, or speaking in person. Although sending letters can be necessary sometimes, finding alternative ways of communicating can be beneficial. As well, encourage the people who contact your business to communicate differently, and try getting your business taken off of any marketing lists who send unnecessary mail.



When it comes time to recycle your envelopes, there are a couple things to remember. Try to buy envelopes that use lick-and-stick adhesive, as this is the only kind that can be recycled. The others are an insoluble adhesive, which cannot be recycled as they clog paper-making equipment. Bubble wrap envelopes are commonly used for delicate items but cannot be recycled. Try to avoid using these or reuse them for sending delicate items or as padding for other items.

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