



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 #75:

July 2016

Remember to recycle pens

In any office, pens are an important part of operations and expenses. Part of this is the wide availability and disposability of pens. They often run out of ink quickly and are discarded. Having run their usefulness through, these pens pile up in our landfill. Like other plastics, pens take a very long time to break down in a landfill. One recently created option for these used up pens is to recycle them. This waste can then be diverted and transformed into practical items such as garbage cans, plastic benches, and other plastic containers. Staples and SpeeDee Your Office Experts accept pens for recycling in their stores. They also accept pen lids, mechanical pencils, markers and marker lids, highlighters, and sharpies.



Another way to keep pens out of the landfill and reduce your consumption of them is to try to keep track of your pens, as a lot of waste is created from lost pens. Make sure that you use your pens until they are completely out of ink, and keep lids on pens, markers, and highlighters to prevent drying out. As well, some pens have refills available, and this can extend the life of your pen. Or you can avoid using pens at all, and write your reports on your computer, and use e-mail, phone, or talking in person to handle your communications.



As valuable as recycling is, it is also very important to buy pens and other office supplies containing recycled materials. This creates demand for recycled products, and allows the process of recycling to continue. Office supplies such as recycled sticky notes and paper, and recycled ink cartridges and toners are available for your office. You could even buy your supplies from local suppliers to help support your community. Look for office supplies that use less or no packaging.

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