



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 #93:

January 2018

Recycling Review

Happy New Year!

Let's start the year off right and review your recycling knowledge.

Ideally, your office should have at least 4 different bins for material which can be recycled:

- 1 Bin for Paper and Cardboard (remember to put your post-it notes here)
- 1 Bin for Plastic and Tin (your Tim's/McDonald's/Starbucks cups will go in this one!)
- 1 Bin for Refundables (beverage containers ie/ popcans, water bottles)
- 1 Bin for "Others" (for batteries, light bulbs, glass, electronics, writing instruments, etc.)

The first 2 bins maybe recycled at a transfer station near you and the last 2 bins need to be brought to a recycling depot.

Staples will recycle all writing instruments and ink cartridges!



However; there are some items which cannot be recycled such as:

- Zip lock Bags
- Plastic Cutlery
- Straws
- Food Wrap

Food Waste - start a worm bin in your office or if your business has space install a backyard composter for those lunch wastes.



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