



**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 #94:

February 2018

### Office Supplies

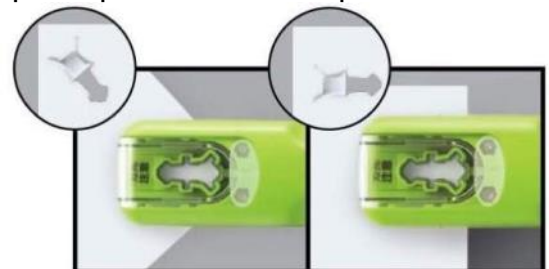
A simple and effortless way to begin making your office greener is buying office supplies made with recycled content. This helps conserve our Earth's natural resources. With an added bonus, using eco-friendly supplies can enhance your business' appearance to your patrons.



Using recycled paper, pens, sharpies, highlighters, binders, small electronics, scissors, paper clips, file folders, clip boards, etc is more sustainable than purchasing new products. New products deplete raw valuable resources and in turn taxes our environment.

Development of **sustainable business** practices lends itself to efficient operation that streamlines effort and conserves resources, which enhances employee productivity and reduces cost.

**Did You Know?** 120 Tons of steel could be saved if every UK office worker used ONLY **one less** staple a day. Eco-friendly alternatives to staples are paper clips and binder clips which can be used and reused. There is also a stapless stapler.



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