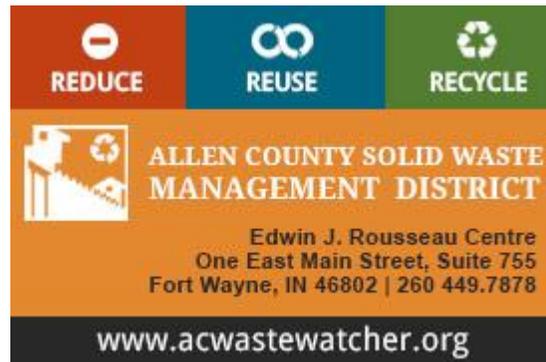


## REDUCING WASTE AT WORK



### Paper:

- Put recycling containers in a convenient place
- Put a recycling container at each printer and copier location
- Educate and communicate clearly with cleaning staff about recycling program
- Encourage double sided coping whenever possible. Post double-sided copying instructions above printers and copiers for easy and quick reference.
- Eliminate envelopes and check stubs for those employees that have direct deposit. Send payroll information electronically. Encourage more employees to change over to direct deposit.
- Office paper with recycled content may be purchased. This helps your company “close the loop” on recycling efforts and helps minimize impact on the environment.
- Consider eliminating the use of paper phone books. Opt out of delivery here: <https://www.yellowpagesoptout.com/homepage>
- Consider using a paper shredding service that recycles.
- Put a large centralized recycling container on each floor so that employees can empty their desk-side recycle bin anytime throughout the day if needed.
- Refer to the Allen County *Waste Watcher* for collection services. Or view it online at <http://www.acwastewatcher.org>

### Plastics:

- Instead of disposable plastic utensils consider purchasing re-usable utensils.
- Place recycling containers for plastic bottles near vending machines and at a centralized location on each floor of the building.

- If your building has its own cafeteria or kitchen, purchase bulk condiments in plastic containers labeled #1 or #2 instead of individual serving packets. These can be recycled after rinsing food residue out.
- Plastic film such as pallet wrap, air pillows, and grocery bags can be recycled if placed in a clear bag. Speak to your hauler- these materials can harm processing equipment.

#### Cardboard:

- Cardboard and paperboard (cereal box type) should be flattened and kept relatively clean and dry.
- Create a centralized location in the building or outside the building that is covered where cardboard can be collected.

#### Electronic/Electric Equipment:

- It is illegal to dispose of electronics in the landfill in Indiana. Please consider donating used electronics for others to use, and recycling at the end of their use.
- The Allen County Solid Waste Management District operates a year-round electronics recycling program in partnership with OmniSource (1430 Meyer Rd, 260-439-8147). For a small fee, most e-waste can be recycled through this program including circuit boards, computers, fax machines, printers and copiers etc. For more information contact the Business Technical Coordinator, at 449-7878 or [info@acwastewatcher.org](mailto:info@acwastewatcher.org)
- Several companies now offer a "Take Back Computer Program." This allows consumers the opportunity to recycle old computers by sending them back to the company from which they were purchased. Please contact your manufacturer for information.
- Small *electric* appliances such as fans, coffee makers, and radios can also be recycled if no longer usable. Many charity organizations will repair or recycle small electric items.

#### Batteries:

- The Allen County Solid Waste Management District partners with Batteries Plus (105 West Washington Center Rd, 260-471-2761) to offer battery recycling to residents and businesses of Allen County.
- Consider investing in rechargeable batteries.

#### Fluorescent Light Bulbs:

- Inquire your light bulb supplier to see if they will take the bulbs back when they are burnt out.
- The District has a fluorescent bulb recycling program for businesses and non-profit organizations. To find out costs and how to participate, please contact the Household Hazardous Waste Coordinator, at 449-7335

### Aluminum Cans:

- A small bin could be placed in the area around the vending machines to collect the empty beverage cans.
- Another option would be to contact Habitat for Humanity at 420-9919. They have a program that collects aluminum cans on site for charity purposes. They will provide a bin and pick up service free of charge.
- Aluminum cans may be sold to any metal recycler. Refer to the Allen County Waste Watcher for a list or visit <http://www.acwastewatcher.org>

### Ink and Toner Cartridges:

- Inquire with your ink and toner cartridge supplier, to see if they will take the cartridges back once they are empty.
- Reference the District's online database or our annual Waste Watcher for a list of businesses in and around the county that will take empty ink and toner cartridges. Many office supply stores offer this service.

### General Recommendations:

- Recycled content office paper should be purchased and used as frequently as possible.
- Consider replacing the paper towel dispensers in the restrooms with hand dryers. This simple change can significantly decrease the amount of material the facility disposes.
- For company events request green catering options (re-usable vs. disposable, recycling of cans and bottles, etc).
- Ask maintenance and cleaning staff to closely monitor how full the dumpster is before it is being picked up. If the dumpster is not full on a regular basis when it is picked up, your business should consider the idea of reducing the size of the dumpster, or limiting the current dumpster pick-up. Either scenario will save a significant amount of money.
- All employees and members should be informed of any additions to the current recycling program. It may also be beneficial to re-educate everyone on the program as a whole, including where collection bins can be found, what items are recycled in the facility and who they can go to with questions or comments. It is especially important to keep the maintenance and cleaning staff informed to any additions or deletions that may be made to the existing recycling program, as they are active participants.
- If you have an HR department, they could write a Reduce, Reuse, Recycle policy and have each employee sign to acknowledge policy. To provide a helpful reminder, drink containers made of recycled material, could be

given to employee after they have signed the Reduce, Reuse, Recycle policy.

- Consider switching to “green” cleaning products. These products are heavily on the market now. Hand soap, bathroom & all-purpose cleaners are available through most janitorial suppliers. Request that your cleaning service use them at your facility.
- Use reusable dishes, coffee cups, utensils, etc. as often as possible during business hours. If disposable materials must be utilized, consider using paper plates and cups, rather than plastic or Styrofoam, as paper products decompose faster.
- Your business could research the possibility of replacing light bulbs and flood lights with compact fluorescent and/or LED light bulbs. Most compact fluorescent light bulbs use 66% less energy and last up to ten times longer than incandescent bulbs.
- Sign up for our *Waste Wire* Newsletter to stay current and learn tips to keep reducing waste at work. Email [info@wastewatcher.org](mailto:info@wastewatcher.org).

### **Benefits of Tracking Results:**

- Reduce waste management costs.
- Identify opportunities for improving waste management systems and strategies.
- Measure effectiveness of sustainable business practices to report to clients and corporate headquarters.
- Have sufficient data to be nominated for the District’s awards luncheon!  
See below:

### **Be Recognized for your Efforts!**

Each year, the Allen County Solid Waste Management District holds the *Excellence in Recycling Awards* for Allen County businesses and organizations. We encourage you to keep records of the amount of materials your facility recycles, and nominate your organization for an award. Additional information and nomination forms and can be found on our website at [www.acwastewatcher.org/business-resources/recycling-awards/](http://www.acwastewatcher.org/business-resources/recycling-awards/)

Thank you for the opportunity to assist with your waste reduction efforts. If you have any questions or need further assistance, please contact our office at 449-7878.

Thanks for doing your part to reduce waste!

*Jodi Leamon*