

**Waste Reduction
Profit More By Producing Less**

RECYCLING WORKS *It's Good Business*

Waste Reduction: Make It Your First Priority

WHY?

- Reduce Raw Material Costs
- Reduce Waste Disposal Costs
- Conserve Valuable Resources
- Reduce Purchasing Costs
- Enhance Your Image With The Public And Your Employees

HOW?

For Office Areas:

- Make double-sided copies.
- Reuse single-sided pages for drafts and note paper.
- Establish a draft paper tray for laser printers so that single-sided sheets can be reused internally.
- Consolidate and reduce the size of office forms.
- Encourage employees to communicate via electronic mail.
- Reduce the number of copies needed by circulating or posting memos.
- Share reports and publications.
- Use centralized files for hard copies.
- Use outdated letterhead and forms for in-house memos.
- Proofread documents on computer screen before printing.
- Avoid disposables. Instead, recharge laser printers, fax machines, and copiers; reink dot matrix ribbons; use refillable pens and pencils.
- Reuse supplies, such as file folders, envelopes, boxes and containers.
- Use window-less envelopes.
- When billing customers, use envelopes that can be folded inside-out and returned to you with payment.
- Keep mailing lists current.
- Reduce junk mail: remove your company name from mailings lists by writing to Direct Marketing Associates, Mail Preference Service, P.O. Box 9008, Farmingdale, New York, NY 11735-9008. Contact the Business Recycling Program (895-3931) for more ways to reduce junk mail.
- Avoid cover sheets for faxes.
- Use a rubber stamp especially made for fax transmittal.

For Shipping/Receiving Areas:

- Order merchandise with minimal packaging, in a concentrated form and/or bulk.
- Ask suppliers to use less packaging in filling your orders.
- Request that deliveries be shipped in returnable containers.
- Return, reuse, and repair wooden pallets and crates.
- Replace cardboard boxes with durable boxes for shipping to branch offices, stores and warehouses.
- Set up a system for returning cardboard boxes and polystyrene "peanuts" to distributors for reuse. Reuse boxes that cannot be returned.
- Use shredded newspapers, tissue, and foam pads from incoming shipments as alternatives to purchasing polystyrene peanut packaging.