



*"Moving Communities Toward Zero Waste"*

## 10 Ways to "Green" Your Office

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### *Reduce • Reuse • Recycle*

#### **1. Establish a Recycling Program for Consumable Goods:**

- Mixed Recyclables: office paper, mixed paper, mail, catalogs, magazines, phone books, newspaper, paperboard (cereal boxes, etc.), cardboard, aluminum & steel (tin) cans, plastic bottles & jugs #1-7.
- Glass: bottles & jars, windows (non-automotive)
- Green Waste: fruits & vegetables, yard waste

Track solid waste diversion and develop systems within all aspects of facility operation/management to reduce waste and systematize recycling.

Properly dispose of hazardous materials:

- Cleaners, solvents, and used oil can be taken to the Household Hazardous Waste Facility at the Salt Lake Valley Landfill.
- Batteries, bulbs, ballasts can be collected by Momentum Recycling.

#### **2. Use Environmentally-Friendly Purchasing Practices**

Consider purchasing products with high post-consumer recycled content, such as:

- Office supplies, folders, mailing envelopes, plastic trays
- Copy & printing paper (at least 30% post consumer)
- Letterhead, stationary, envelopes and binders

#### **3. Recycle, Donate or Refurbish Electronics or Other Durable Goods**

Computers, electronics & furniture can be reused by schools, non-profits, or businesses.

#### **4. Use Reusable Flatware & Dishware (Avoid Styrofoam!)**

Use ceramic or reusable plastic dishware and stainless steel flatware in breakrooms or kitchens and request that employees bring their own reusable coffee cups from home.

#### **5. Recycle or Reuse All Packaging Materials**

Styrofoam peanuts can be taken to your local UPS Shipping Store. Cardboard can be recycled with mixed recyclables.

#### **6. Avoid Petroleum-Based Products**

Use vegetable-based inks (instead of petroleum-based) when printing.  
Use refillable inkjet print cartridges or recycle your cartridges.

#### **7. Reduce Magazine & Newspaper Waste**

Convert hard copy newspaper or magazine subscriptions to an electronic version for all office subscribers or route one magazine to numerous personnel over a period of days.

## **8. Conserve Paper**

Print on scrap paper when possible. Use scrap paper for notes. Dedicate a printer drawer to one-sided scrap paper. Use e-mail for memos or post messages on bulletin boards. Review drafts in electronic format or print on scrap paper. Set all printers and copiers to double-sided print. Program your fax to eliminate confirmation sheets.

## **9. Save Energy**

Compact fluorescent lamps (CFLs) should replace conventional light bulbs wherever possible. CFLs give off the same amount of light & will save you about \$30 over the life of the bulb. Use LEDs where possible.

T-8 or T-5 lamps should be installed in overhead fluorescent fixtures. T8 lamps with electronic ballasts typically use about 32% less energy than the T12 (magnetic ballasts) lamps. T5 lamps (electronic ballasts) will use about 45% less energy than the T12 setup.

## **10. Form a Green Team**

Pull together representatives from various divisions within your organization to meet on a regular basis and develop a comprehensive plan to make your company “greener.” The plan should consist of concrete objectives, steps to reach those objectives, and a timeline. Identify a green initiative coordinator on staff who is familiar with how your organization functions and has a personal interest in protecting the environment. This person can be responsible for ensuring that this plan is implemented.