

Business Waste Prevention – Quick Tips!

Waste reduction or prevention is the preferred approach to waste management because waste that never gets created doesn't have any associated waste management costs.

IDEAS THAT SAVE YOU MONEY \$\$\$

Purchasing

- Order Merchandise with minimal packaging or layers of packaging.
- Substitute less toxic materials for toxic materials (ex., vegetable-based inks, water-based glue, markers and paints).
- Consider length of warranty and availability of repair services when purchasing equipment. Establish purchasing guidelines to encourage waste prevention (durable, concentrated, reusable, high quality).
- Order merchandise with minimal packaging or layers of packaging. Request that deliveries be shipped in returnable containers.

Packaging

- Eliminate unneeded packaging or layers of packaging
- Use reusable boxes and mailbags for shipping to branch offices, stores and warehouses.
- Use lightweight packaging.
- Reuse packing materials (ex., foam peanuts, bubblewrap and cardboard boxes or give to someone who can)

Writing and Printing Paper

- Make double-sided copies whenever possible.
- Reuse envelopes and use two-way envelopes.
- Route or circulate memos, periodicals and reports, rather than distributing individual copies.
- Make scratch pads from used paper.
- Use outdated letterhead for in-house memos.
- Use narrow-ruled notebooks.
- Save documents on floppy disks instead of printing hard copies.
- Proof documents on screen before printing.
- Print drafts on paper already printed on one side.
- Donate old magazines or journals to hospitals, clinics or libraries.

Overstocked Items

- Set up an area for employees to exchange used items.
- Advertise surplus and reusable waste items through a commercial waste exchange online.



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Equipment

- Rent instead of buying equipment this is used only occasionally.
- Use remanufactured office equipment.
- Institute maintenance practices that prolong the life of copiers, computers, and other equipment.
- Reclaim reusable parts from old equipment.
- Use refilled or rebuilt fax and printer cartridges.
- Sell or give old furniture and equipment to employee or donate it to a local charity.
- Replace incandescent with fluorescent lights.

Landscaping

- Use a mulching mower or retrofit your mower to leave grass clippings on the lawn (grasscycling).
- Compost grass clippings and leaves or ask your landscaper to send trimmings to a composting facility (check with recycling coordinator about any composting requirements).
- Use compost as a topsoil amendment or request that your landscaper use it.

Food and Beverage Services

- Use durable towels, tablecloths, napkins, dishes, flatware, cups and glasses.
- Buy company mugs stop providing disposable cups.
- Encourage customers to take home extra food.
- Offer small portions.
- Provide condiments in bulk dispensers.
- Arrange for food bank pick-up of unserved food.
- Sell or give food scraps to farmers who can process them for feed (check with local health and agricultural agencies).
- Compost vegetable food scraps.
- Buy reusable coffee filters or unbleached disposable filters.
- Reuse trash can liners or eliminate where possible.

Guest Choices

- Teach your guests about the importance of waste prevention (ex.,
- Encourage guests to return reusable items.
- Encourage guests to reuse their linens and towels.



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