

# REDUCING WASTE IN THE WORKPLACE

## CAN YOU PASS THE BUSINESS WASTE REDUCTION TEST?

Color in the items you already practice  
and check those that you can easily begin.



- Make double-sided copies the standard in your office.
- Circulate memos, versus making copies for everyone.
- Make scratch pads from used paper.
- Reuse large mailing envelopes.
- Use outdated letterhead for in-house memos.
- Save documents on CDs instead of making hard copies.
- Proof documents on screen before printing.
- Share subscriptions and donate old magazines and journals.
- Reuse newspaper and shredded paper for packaging.
- Ask suppliers for deliveries to be made in returnable containers.
- Save and reuse foam "peanuts," or "bubblewrap".
- Use unbleached recycled-content packaging.
- Buy recycled and recycled-content products.
- Order supplies by voice mail or e-mail to reduce paper waste.
- Use cloth roll towels, hot air dryers or recycled-content paper rolls in restrooms.
- Consider purchasing remanufactured or reconditioned equipment.
- Reclaim usable parts from old equipment.
- Rotate tires on business vehicles and keep them properly inflated to prolong tire life.
- Use rechargeable batteries.
- Rebuild and refill fax and printer cartridges.
- Sell or donate old furniture/equipment to employees and charitable organizations.
- Collect paper that has been used on one side, and reuse as draft paper in fax machines, for scratch pads and copiers.
- Donate surplus produce and past-pull-date perishables to food banks.
- Locate bins close to where recyclables are generated to encourage employee participation.
- Order bulk items to reduce packaging.
- Avoid ordering excessive supplies.
- Use reusable coffee filters.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

BFI is here to help you prevent waste, promote recycling and put better waste management practices into place. Call our Recycling Manager at: 831-775-3843 or go to: [www.bfi-salinas.com](http://www.bfi-salinas.com)