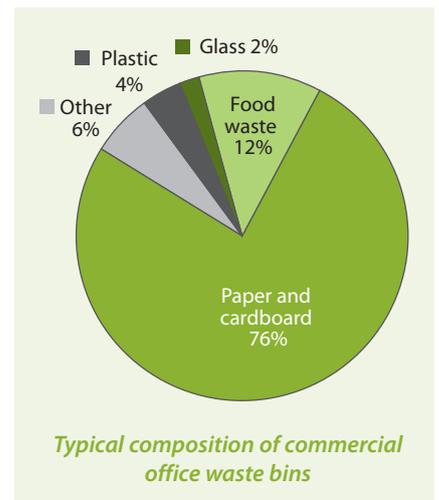


## Want to cut waste by more than 70 per cent?

Sort through a typical waste bin in a commercial office and you will find it contains 76 per cent paper and cardboard, 12 per cent food waste and 6 per cent glass and plastic<sup>1</sup>.

This means almost all the contents can be recycled instead of going to waste in landfill. By putting materials like cardboard, paper and glass in the correct recycling bins your business could save money via a reduced waste collection charge plus you will be helping our environment.



## Simple ways your office can reduce waste

Think in terms of the waste hierarchy. How can you avoid, reduce, reuse or recycle?

- Avoid** → **Do we need it?**
- Reduce** → **Do we need so much?**
- Reuse** → **Can we use it again?**
- Recycle** → **Can someone else use it or turn it into new products?**



### AVOID

Communicate and store information electronically, instead of using paper. This will save you money, time and space.

Buy in bulk to avoid excessive packaging. Share printers and other machinery.



### REDUCE

With paper likely to fill most office waste bins, it makes sense to print out only essential documents. Use double-sided printing and recycled paper. Reduce ink costs by printing in draft mode.

Place a tray near the printer for discarded documents, printed on one side, and use the back of this paper as note paper.

Here are some other ways to reduce waste:

- Keep desks, stationary cupboards and work areas tidy. If things are well-organised and clearly labelled, you and your staff will know where everything is and can use resources more efficiently.
- Encourage your staff to use only the minimum resources needed to complete jobs.
- Speak to your suppliers about their packaging. Find out if they can take back packaging or supply products in returnable packs such as crates.

You can save money by matching your bin collection timetable to your business needs. If your bins are not normally full after a week, then consider moving to a fortnightly collection cycle.

## REUSE

Plan to reuse as many items as possible. These are some examples.

- Buy printers and photocopiers that take refillable toner cartridges and can print double-sided.
- Provide a place in the office to store used folders, files, clips and covers, then encourage staff to reuse these items.
- Provide reusable cups, crockery and cutlery for staff. This reduces waste caused by takeaway items.

## RECYCLE

Go to **BusinessRecycling.com.au** to find a local recycling service provider. This website allows you to search for service providers in your area that collect specific materials or allow customers to drop them off.

Make sure your staff and cleaners follow your recycling program and that they put materials in the correct bins. Your recycling service provider may be able to supply staff training, signs and innovative systems.

Find out from your waste service contractor how you can work together to get a reduced fee for pick up.

Look for extra places where recycled material can be collected inside and outside the building. If necessary, share recycling bins with another business.

Here are some other ways to improve recycling:

- Recycle all paper and cardboard. Place recycling bins or empty cardboard boxes at desks to make this more convenient.
- Recycle glass, steel cans, aluminium cans and plastic bottles.
- When you plan refurbishments, include recycling storage areas and consider how they fit in to the new work space.
- Donate spare boxes, paper and old but usable computers to charities or schools.
- Donate old desks, office furniture and fittings to charity or sell them.
- Promote your business' waste reduction and recycling actions. By telling others of your achievements, you may encourage them to do the same.
- Support the recycling efforts of others by purchasing products with recycled content such as toilet paper, printer paper and packaging.
- If your brochures, catalogues, sales letters and other promotional material are printed on recycled paper, mention that in the content. This helps to build demand for more products made from recycled materials.

Revising your waste policies can save you money, help retain customers and preserve the environment.

### For further information

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Resource Recovery Unit  
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