



FACT SHEET

www.swaco.org 614-871-5100 (phone) 614-871-5103 (fax)

Office Recycling & Waste Reduction

Have a positive impact on the environment and possibly save money by rethinking, reducing, reusing, and recycling.

Going green at your place of work is the right thing to do environmentally. It reduces your carbon footprint (learn more about reducing your carbon footprint at "www.whatsmycarbonfootprint.com) and helps SWACO save precious landfill space for items we cannot recycle. But by going green you could also save some green. As you rethink, reduce, reuse, and recycle you cut the amount of trash you send to your dumpster. If less is hauled away from your operations, you may save on hauling costs.

Waste Audits are a great way to determine what should be recycled. Find a sample waste audit at: www.swaco.org/WasteAudit.aspx.



Recycle & Waste Reduction Tips

1. Turn your desk side trash can into a recycling container. Buy smaller containers for desk side trash. You'll be surprised how much you can recycle.
2. Place large clearly labeled recycling containers next to labeled trash cans throughout your building to reinforce to your employees that you mean business when it comes to recycling.
3. Purchase products made with recycled content. That includes paper products, furniture and desk top items.
4. Work with your suppliers to reduce packaging. It cuts waste and saves you floor space in your storeroom.
5. Buy reusable plates, cups, knives, forks, and spoons for the lunchroom instead of paper or Styrofoam. It will cut your throw-aways.
6. Recycle printer cartridges & beverage bottles & cans.
7. Check the back of this sheet for more information."

Recycle in the office



- Make double-sided copies
- Don't print E-mails unless necessary
- Use bulletin boards for general information distribution
- Use ceramic mugs for coffee
- Reuse large envelopes, boxes & packaging materials

Need Help Getting Started?

Contact SWACO at (614) 871-5100. This fact sheet and other SWACO publications can be viewed and printed from the SWACO web site: www.swaco.org.



For More Information

More Information on Recycling

Check with your trash hauler. The company may offer recycling services. Or when you go out for bids on trash hauling, include recycling in your bid information. Also check the Yellow Pages and the web sites of trade organizations and government offices offered below. They can lead you on the road to recycling particular products.

Solid Waste Authority of Central Ohio
www.swaco.org

MAP Furniture Bank
www.mapfurniturebank.com

Association of Ohio Recyclers
www.aor-omex.org

Filter Manufacturers Association
www.filtercouncil.org

Steel Recycling Institute
www.recycle-steel.org

Aluminum Association
www.aluminum.org

The Society of the Plastics Industry
www.plasticsindustry.org/outreach/recycling

American Forest & Paper Association
www.afandpa.org

Glass Packaging Institute
www.gpi.org

Ohio Department of Natural Resources
Division of Recycling and Litter Prevention
www.odnr.state.oh.us/recycling

Ohio Environmental Protection Agency
www.epa.state.oh.us

Earth911
www.earth911.com

National Recycling Coalition
<http://www.nrc-recycle.org>

FirmGreen Energy Inc.
www.whatsmycarbonfootprint.com