

# SOURCE REDUCTION



## REDUCE WASTE: USE LESS STUFF AND PRODUCE LESS WASTE.

It's the easiest, most efficient way to reduce your waste. In simple terms, practicing source reduction calls for us to look at the big picture and implement practices that reduce waste or result in the purchase of fewer products. For each business the specific actions may be different, but the idea is the same: prevent waste. Below are some sample ideas to get you thinking about how to reduce waste at your business.

Why not compile the most appropriate strategies into an Environmental Action Plan?

### 1. ENVIRONMENTAL PURCHASING POLICY

Establish an environmental purchasing policy to help reduce your environmental impact. Buy recycled and buy supplies from vendors that provide return programs for office supplies and toner cartridges to reduce your waste.

### 2. BEFORE YOU PRINT...

- a. Send and review documents electronically when possible.
- b. Standardize two-sided printing and copying.
- c. Buy paper made from paper (recycled content), not from trees.
- d. Don't make that extra copy.
- e. Use lighter weight paper (15-18 pound paper).

#### DOUBLE YOUR REWARDS

*Double-sided or two-sided printing and copying is earth wise and money wise. Not only are you reducing the amount of paper being used, your staff and mailroom will thank you for the reduced work for distribution.*

### 3. PROVIDE REUSE AREA

Designate an area for supplies that can easily be reused by employees to avoid over-purchasing. Common office supplies that can be reused include binders, folders, envelopes, and furniture.

### 4. PURCHASE REUSABLE DISHWARE FOR EVENTS AND EMPLOYEE USE

Your employees and guests will appreciate you offering them reusable utensils and dishware in your kitchens and at events. These sturdy items last a long time, reduce the amount of trash you dispose of, and save you money.

### 5. SHOP SMART

- a. Buy durable, reusable items when possible.
- b. Consider packaging when purchasing. Encourage vendors to take back and reuse packaging and pallets, and buy products with less or recyclable packaging.

### 6. EXPLORE REUSABLE TRANSPORT PACKAGING TO SAVE MONEY

Items such as pallets and boxes can be replaced with reusable totes, bins, and pallets. These are durable and long-lasting. They lower labor costs, waste costs, and protect the products better. Contact [www.usereusables.com](http://www.usereusables.com).

#### QUESTIONS?

Visit [www.RecycleWorks.org](http://www.RecycleWorks.org)  
or call (888)-442-2666

# BUY RECYCLED PRODUCTS



Recycling goes beyond just putting something in a recycling bin. Recycling is successful only when recycled materials are processed and remanufactured into new products and returned to the market for consumers, businesses and organizations to buy. When purchasing products always look for recycled-content options. Manufacturers often list the amount of post-consumer recycled content their product contains.

*Post-consumer recycled content is material collected from consumers and then reprocessed.*

## HOW TO START A BUY-RECYCLED PROGRAM:

<b>COMMITMENT</b>	Make a commitment to buy products with recycled-content. Get support from management and develop a company policy on buying recycled products.
<b>ELIMINATE OBSTACLES</b>	Revise bid specifications to require minimum percentages of post-consumer recycled content in products. Remove clauses from specifications that mandate use of virgin materials when equivalent recycled content materials exist.
<b>KEEP QUALITY STANDARDS HIGH</b>	Test recycled products to determine their effectiveness before purchasing them in large quantities, and gradually phase in your program. Many companies offer free samples of their products, so you can see what works best for you. New and better recycled products are continuously coming onto the market.
<b>EDUCATION</b>	Educate employees and customers about the benefits of your program through newsletters, bulletin boards and staff meetings. Include information on recycled content in your supplies, such as: "Printed on 100% Recycled Content Paper" where appropriate and keep employees updated with data on resources saved to show how they are making a difference.

## FIND RECYCLED-CONTENT PRODUCTS

### SAN MATEO COUNTY RECYCLEWORKS

[www.RecycleWorks.org](http://www.RecycleWorks.org), select "Buy Recycled."

*The RecycleWorks Buy Recycled Database offers places in San Mateo County to find recycled products for your business or home.*

### CALIFORNIA DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)

[www.calrecycle.ca.gov/rcp](http://www.calrecycle.ca.gov/rcp) or [www.calrecycle.ca.gov/RecycleStore](http://www.calrecycle.ca.gov/RecycleStore)

*CalRecycle offers a recycled product database that is a comprehensive listing of recycled content products available statewide. This database contains more than 10,000 listings and over 2,000 suppliers.*

### FLUSHING THE FORESTS

*Forests are being destroyed to make toilet paper, facial tissues, paper towels and other disposable paper products.*

*You can help stop this destruction by making smart shopping decisions and buying recycled.*

*Visit <http://www.nrdc.org/land/forests/tissue.asp> for information on recycled content products.*

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# USE LESS TOXICS



Materials used to build and maintain buildings can affect the health of employees. Items such as cleaning products, flooring, carpet, wall covering, ceiling tiles, furniture, and other wet products (adhesives, paints, etc.) can contain hazardous chemicals that affect the quality of the environment inside your business. Seek out the ingredients list by reading the label or asking the manufacturer for the material safety information.

When purchasing products, consider the following environmental criteria to create a healthier working environment.

## AVOID:

- Carcinogens, neurotoxins, mutagens or teratogens (products that are known to cause cancer, affect the brain or cause birth defects)
- Lead and mercury
- Volatile organic compounds (VOCs)
- Chlorofluorocarbon-containing refrigerants, solvents and other products
- Phosphates
- Corrosive, flammable, reactive, or irritation potential
- Polyvinyl chloride (PVC)
- Pesticides and herbicides

## CHOOSE:

- Biodegradable
- Biobased\*
- Low-emitting (chemicals) materials
- Nontoxic

*\*biobased = commercial or industrial items that are made of biological products such as agricultural (including plant, animal, and marine materials) or forestry materials.*

## RESOURCES

**GREENGUARD** Greenguard Environmental Institute is an independent, nonprofit organization that directs the GREENGUARD Certification Program, which tests low emitting products and materials. They were established specifically to address indoor air quality (IAQ) and the impact of building materials. The GREENGUARD Product Guide features products that meet acceptable IAQ pollutant guidelines and standards. For a list of products that are GREENGUARD certified, visit [www.greenguard.org](http://www.greenguard.org).

**GREEN SEAL** Green Seal is an independent, nonprofit organization that provides recommendations of environmentally preferable products published as Choose Green Reports. They identify and promote products that cause less toxic pollution and waste, and conserve resources and habitats. Evaluations are based on state-of-the-art science and information using internationally recognized methods and procedures. Visit [www.GreenSeal.org](http://www.GreenSeal.org).

**US EPA** The US Environmental Protection Agency and the National Institute for Occupational Safety and Health have information on specific toxic materials. Check out [www.cdc.gov/niosh/](http://www.cdc.gov/niosh/) for more information.

**SCIENTIFIC CERTIFICATION SYSTEMS (SCS)** SCS is the nation's first third-party certifier of environmental and food safety achievements. Visit [www.scsertified.com](http://www.scsertified.com) for more information.

