

Reducing the amount of trash your business creates is the best way to reduce monthly waste disposal costs and improve your company's bottom line. All waste reduction activities — be they waste prevention, reuse, or recycling practices — will help you achieve your goal of reducing the amount you pay for waste disposal and sending less trash to landfills.

Take advantage of the tips listed below to help you reduce your waste.

## REDUCE/REUSE

- Use e-mail whenever possible instead of printing documents.
- Establish a policy of double-sided photocopying and printing.
- Make scratch pads out of single-sided paper.
- Send computer printer and photocopier toner cartridges back to the vendor for remanufacturing.
- Circulate one copy of memos and reports for review instead of printing hard copies for everyone. Store and access as much information as possible using computers.

- Provide reusable flatware, plates, glasses, and mugs in dining areas instead of disposable paper and plastic items. Encourage employees and students to use their own mugs for beverages by offering financial discounts.

- Donate reusable office equipment, furniture, and other equipment to local charity organizations. List available items for donation on the County's materials exchange web site, LACoMAX, at [www.lacomax.com](http://www.lacomax.com) or call (800) 741-9236.

- In public and employee restrooms, replace paper towel dispensers with hot air hand dryers.
- If your facility has a lawn, reduce grass trimmings by leaving clippings directly on the lawn instead of bagging them for disposal. Not only will this reduce waste, it will also lead to a healthier lawn by returning nitrogen to the soil.

## RECYCLE

- If you are in a large office building or campus setting, contact the building or facility manager to inquire about recycling programs for mixed office paper, cardboard boxes, and beverage containers. If there is no recycling program, encourage the management company to implement one for the entire building or campus.
- If you have recyclable materials in small quantities, consider paying for recycling collection as long as the cost is less than what you pay for waste disposal. Your company will "make money" by reducing its waste disposal costs.
- If recycling collection services are not available from your waste hauler or recyclers, work with employees or local individuals to collect and transport recyclable materials from your facility.

TIP  
SHEET