

DMA Advice for Protecting the Environment & Your Bottom Line

– Source Reduction, Recycling & Waste Management in the Workplace –

There are a variety of positive steps you can take to ensure a more efficient, environmentally sensible workplace. Following are some ideas you can implement immediately in your own offices, warehouses and production plants to use less and recycle more:

SOURCE REDUCTION – If you use less, you waste less.

- ❑ Use both sides of every paper before tossing or recycling.
- ❑ Use discarded one-sided copies as scratch paper.
- ❑ Maximize use of electronic mail, but resist the urge to print all e-mail.
- ❑ Re-label/reuse file folders, hanging folders, and binders.
- ❑ Reuse packaging materials.
- ❑ Use re-usable overnight envelopes.
- ❑ Remove binder clips and paper clips before discarding documents.
- ❑ Use re-sealable bags that allow customers to return items in the same package used for shipping.
- ❑ Reuse vendor pallets.
- ❑ Match the size of cartons to products shipped and make sure your vendors follow your same packaging standards.

RECYCLING – Create a company-wide recycling program.

- ❑ Communicate to employees what your recycling program and objectives are and consider rewarding employees for recycling jobs well done.
- ❑ Buy recycled paper and packaging materials.
- ❑ Seek new markets for recyclable materials.
- ❑ Coordinate recycling practices in office buildings with other tenant companies and encourage building management to institute sortation and collection throughout offices.
- ❑ Visit similar businesses with existing programs to help you understand what to expect.
- ❑ Support recycling programs/efforts in your local community by
 - ❑ Volunteering your company's resources;
 - ❑ Joining local business recycling councils;
 - ❑ Setting up a collection center on your grounds;
 - ❑ Participating in, or creating an, award/recognition program to publicize your company's commitment to recycling.
- ❑ Monitor and evaluate your program to ensure its continued success.

ENERGY AND UTILITY MANAGEMENT – Conserving energy reduces smog, dependence on foreign energy sources, acid rain and possibly global warming. It can also save you money.

- ❑ When possible, turn off lights, computers, printers and other office equipment during non-business hours.
- ❑ Get an energy audit from your utility company.

- ❑ Install a programmable thermostat to climate control your office during non-working hours.
- ❑ Use natural light instead of artificial whenever possible.
- ❑ Use fluorescent light or low-voltage halogen light.
- ❑ Install occupancy sensors that turn lights on and off as needed.
- ❑ Promote carpooling/mass transit and offer employee incentives.
- ❑ Set up secure, well-lit, discounted bike parking and provide showers/lockers for bikers.
- ❑ Install low-flow toilets and fix leaking faucets immediately.

For more information, please visit:

- www.epa.gov – the Environmental Protection Agency for statistics on recycling and finding out what is recyclable.
- www.americanplasticscouncil.org/benefits/about_plastics/resin_codes/resin.html – the American Plastics Council for more information on the different types of plastics.