



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

Tips by Email

Attention: **Office Staff**
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GREEN TIP #21 :

Office Recycling Tips for the New Year!

The beginning of the year is always a great time for discarding old habits and establishing new, healthier ones. Cultivating a holistic **eco-friendly lifestyle** can be both simple and rewarding. Most businesses and corporations are unaware of their **collective impact** on the environment. By simply making a few small adjustments to how you run your office, you can help the environment and live healthier.

Keep It Simple: A simple recycling system will encourage your fellow-employees to take part in the office recycling initiative. Breaking an old habit is hard enough so keep your recycling system **straight forward** and **accessible**. It's best to start small and expand your recycling system later. If you use a lot of paper in your office you might want to start by recycling only paper at first. You can always incorporate more recyclables at a later stage.

Sort it: Keep your recyclable materials separate. If you're not the sorting and ordering type, we suggest you pay a minimal fee to collectors who'll do the sorting for you. Sorting can however be fun depending on how you present your recycling initiative to the rest of the office. The trick is to make office recycling effortless and logical.

Label it: Set up a few plastic bins in your office kitchen to distinguish between recyclables and non-recyclables. Label your bins **clearly** to avoid confusion.

Recyclables only: Make sure all your collectables can be processed. Read up on the **recycling rules** for your area and follow those guidelines as best you can.

Buy Recycled: By purchasing office furniture and products manufactured from recycled materials, you'll be supporting a cyclical system of waste reduction.

Recycle Your Electronics: BBK Bottle Depot will take computer parts and other electronics, telephones, heaters, TVs etc.

Know your local recycling depots: Partnering with a local recycling company is a simple way of ensuring that your recyclables are picked up on a weekly basis. There are various local recycling companies who'll collect your office recyclables on a weekly basis for a small fee.

An Eco-Friendly Marketing approach: Why not incorporate an **eco-marketing campaign** into your existing marketing campaign? Many businesses have launched a tree-planting initiative together with their existing marketing strategies. This way you can generate new business while replenishes our planet's natural resources. Planting a tree for every new or existing client is a smart way of generating business in an eco-friendly manner.

Any Questions or Suggestions? Call or Email us! 250 561 7327 or green_solutions@reaps.org