



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #132:

April 2021

Recyclable Office Supplies

Here are several suggestions on how to reduce waste related to office tools and supplies:

Paper:

- Chose paper made from the highest percentage of recycled post-consumer material that you can find.
- Reduce your use of paper by avoiding printing where possible, and by printing double-sided when you do have to.
- Ensure all paper products are being recycled appropriately, including sticky notes, cardboard packaging, and confidential materials.

Pens & Markers: Pens and markers can be recycled – consider having a small jar or other container near your waste station for staff to dispose of their used or dried up pens and markers, until a batch can be recycled. Additionally, try to purchase refillable pens rather than disposable styles.

Staple-less Stapler: Staple-free staplers cut and fold the corners of the paper to attach the small stack together and can usually handle up to 10 pages. Using such a stapler for smaller tasks will reduce the office's consumption of metal staples while still ensuring the pages are kept together.

Plant-based Adhesives: The common office staple, clear tape, can now be made with a plant-based adhesive. Incorporating such a product will reduce your use of synthetic, non-biodegradable adhesives. Some brands are also making sticky notes with a natural adhesive.

Packaging: Be conscious of the packing your office supplies come in. Choose alternate suppliers that use less packaging or more environmentally-friendly packaging to reduce your own waste output and support green businesses.

Ink Cartridges & Toner: When purchasing a new printer, look for one that has refillable ink and toner cartridges. In the meantime, be sure to recycle the non-refillable ones that you are currently producing.

E-Waste: Whenever disposing of an old or broken electronic, be sure to drop it off at the appropriate recycling centre, rather than trashing it. E-waste is the world's fastest growing solid waste stream

Other Recyclables: Remember to collect burnt out lightbulbs and dead batteries, as both can be recycled.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!