

...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 #141:

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To Staple or not to Staple?

The stapler, an everyday office tool found in most desks. They provide an easy way to keep papers together but did you know a stapler has a lot more environmental impact than you may think. Staples are made of zinc-plated steel wire which isn't biodegradable, staples are also easily looked over since its so small but if every office worker in Canada used one less staple a day we would save ~60 tonnes of steel a year! So next time you go to reach for your stapler go for these eco friendly alternatives.



Paper Clips

Although paper clips are made from similar materials as staples, paper clips are reusable. Since paperclips come in all different shapes and sizes this means it can hold however many pieces of paper you need. If you can never seem to find paperclips you can always have a magnetized dish to store them in so they don't go wandering!

Binder Clips

Binder clips are like paper clips in they way they can both hold paper together while being reused over and over again and that they come in many different sizes. The one major downside to binder clips is they tend to be bulky and take up room where the papers are being stored. A solution to this though is alternating what direction the clip is, so if the first one has the clip on the top the next is at the bottom.

Staple Free Staplers

A staple free stapler is an effective way to "staple" your papers together without the use of staples at all! The stapler works by punching and folding the papers together. Some people dislike this type of stapler as the fold can come undone and your papers can come apart. Most models are unable to staple many papers together either. You can test to see how many papers your model can handle and use it on papers that aren't going to be moved a lot, this will reduce the chances of the papers coming undone!

Binders and Folders

Binders and folders are great ways to store lots of papers or if the papers are going to be moved around a lot. Binders can be bulky and take up a lot of room but of you alternate them, much like what you do with the binder clips, they will take up less room. With folders, try to find ones that seal so your papers don't fall out!

If none of these work for what you need you can use staples but do your best to use them sparingly!

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