

...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 #153

January 2023

We often think of paper as an environmentally benign product, but this attitude leads to waste and complacency! Make some changes this new year to reduce your impact on the environment and reduce your printing costs!

Making changes to how your workplace uses paper and disposes of the waste can reduce costs and keep excess waste out of the environment.

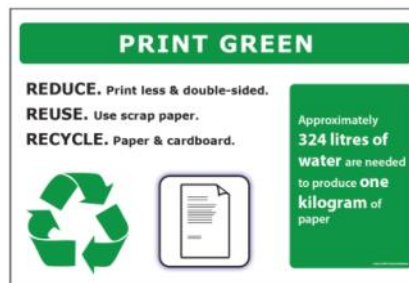
Only a quarter of paper used in Canada makes it to be recycled, There are many small changes that can be implemented to reduce the amount of paper waste your workplace produces.

Instruct employees:

- to print documents double sided when possible. Keep electronic documents saved on an online drive that can be accessed to reduce the need to print documents.
- Set up a centralized waste and paper recycling area with clear instructions, this has been shown to reduce the waste produced and ensure recyclable items are sorted correctly. Arrange for confidential/sensitive documents to be shredded and recycled. This can be done with a company, or shredded in house and then brought to a recycling depot.
- Have your administrative department register the company for paperless billing. If possible, switch payroll to direct deposit and distribute pay stubs in an online/ electronic format.
- Set up a central waste/ recycling area. Ensure all staff are aware of what is 'garbage'/ what can be recycled/ where to collect it.



(a)



(b)



(c)

Do you have any questions or suggestions? Call or email us at [green\\_solutions@reaps.org](mailto:green_solutions@reaps.org)!