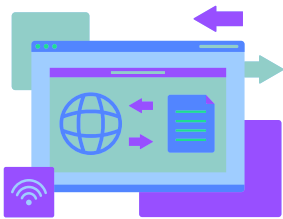


We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

## GREEN TIP #123

June 2025



# MINIMIZE WASTE



To minimize waste, go paperless by digitalizing documents whenever possible, reducing the need for physical storage and paper consumption.

In kitchen and break areas, use reusable dishes, utensils, and towels instead of disposable items to cut down on single-use waste. Implement recycling bins throughout the office to ensure proper disposal and recycling of paper, plastic, glass, and other materials, making it easy for everyone to participate. Provide employees with reusable water bottles to eliminate the reliance on single-use plastics, significantly reducing waste. When printing is necessary, always opt for double-sided printing to save paper. Additionally, donate or recycle old electronics and office supplies to prevent them from ending up in landfills and to give them a second life through reuse or proper recycling channels.

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