

WASTE REDUCTION TIPS

Reducing the amount of trash your business creates is the best way to reduce monthly waste disposal costs and improve your company's bottom line. All waste reduction activities — be they waste prevention, reuse, or recycling practices — will help you achieve your goal of reducing the amount you pay for waste disposal and sending less trash to landfills.

Take advantage of the tips listed below to help you reduce your waste.

REDUCE/REUSE

- Work with suppliers to encourage them to deliver goods in reusable containers that they take back. This practice reduces the need for disposal or recycling on your part, and may save your suppliers money, possibly reducing your costs.
- Ensure that mailing lists are kept current and send out only one mailing per address. Specify "address correction requested" on all mailings.
- Ask suppliers to reduce the amount of packaging used to ship goods if it appears to be excessive and not necessary.
 - Reuse foam packaging "peanuts" or call the Plastic Loosefill Council at (800) 828-2214 for the nearest reuse drop-off location.
 - If your company is a clothes retailer and receives items on hangers, do not throw the hangers away. Ask your supplier to take them back or donate them to local thrift shops or other charity groups.
- Donate salvageable display racks, damaged stock/inventory, office equipment, and furniture to local charity organizations. List available items for donation on the County's materials exchange web site, LACoMAX, at www.lacomax.com or call (800) 741-9236.
- Reuse pallets, ask suppliers to take them back, or store them onsite for collection.
- Send computer printer and photocopier toner cartridges back to the vendor for remanufacturing.
- If your business has a lawn, reduce grass clippings by leaving trimmings directly on the lawn instead of bagging them for disposal. Not only will this reduce waste, it will also result in a healthier lawn by returning nitrogen to the soil.
- Cut down on the number of reports made. Wherever possible, keep information stored on electronic media instead of printing reports.

RECYCLE

- Contact your waste hauler or a recycling company and ask for recycling services for cardboard boxes and mixed paper. If you have recyclable materials in small quantities, consider paying for collection as long as the cost is less than what you pay for waste disposal. Your company will "make money" by reducing its waste disposal costs.
- If recycling collection services are not available from your hauler or recyclers, work with employees or local individuals to collect and transport recyclable materials from your business.

TIP
SHEET