



## Going Green Makes Sen\$e

### *How To Reduce, Reuse And Recycle At Your Office*



Everyone in Connecticut is required to recycle -- individuals, businesses, schools, and government. Recycling and using less reduces trash disposal costs and practicing the 3Rs – reducing, reusing and recycling – conserves natural resources; reduces pollutants emitted to our land, air, and water; saves energy; and reduces greenhouse gas emissions.

Here are some steps your Green Team can use to start or improve a waste reduction and recycling program:

#### First Things First

- Contact DPW, DAS, or your building manager to get a copy of your waste & recycling contract. Review it to find out what types of recyclables are collected and transported for recycling.
- Assess what types of materials your office is throwing out. A simple first step is to look in the wastebaskets & dumpsters. Identify which materials should be recycled. (See list of mandated recyclables below.)
- Work with DAS, your building manager and waste hauler to provide recycling service for the basics—white paper, colored office paper, corrugated cardboard, bottles and cans, #1 and #2 plastics.
- Do you really need that? Identify materials that could be avoided, reduced, reused, or recycled. If materials could be reduced or reused, implement guidelines or an office policy.

#### Ready, Set, Go

- **Communicate.** Get everyone on board. Work with building management and the cleaning staff so that they know what belongs in recycling and what belongs in the garbage/trash.
- **Communicate.** Make sure employees know what is recycled. Post this information on your internal web site and have signage in places like lunch rooms, corridors and conference rooms
- **Communicate.** Make it clear. Set up boldly marked containers for the different recyclables (e.g. bottle and can recycling, white paper) and put those containers next to the trash can.
- Make it easy. Provide desktop recycling containers for each employee.

#### Measuring Matters

- Assess how you are doing. Regularly audit what is in the recycling containers and trash. Ask cleaning staff to record numbers of containers that are paper, bottles and cans, cardboard. Ask your hauler for reports.
- Bragging rights. Share your success; let employees know how the program is going.

#### Going Above and Beyond

- Aim for more. Recycle additional items like Tyvek envelopes, batteries and cell phones.
- Shop 'til you drop in your own re-use store. Have a place where employees can bring unwanted office supplies for others to use.
- Close the loop. Have a policy about purchasing environmentally preferable products.
- Go zero! Zero waste, that is. Encourage the use of reusable coffee mugs, non-disposable plates and silverware for meetings, office parties or every day.
- Two sides are better than one. Set the default setting on your copies to double-sided.
- Encourage employees to avoid printing e-mails and documents.
- Swap and shop. The Connecticut Material Trader ([ctmaterialtrader.org](http://ctmaterialtrader.org)) connects members who have items they no longer need with others who can use them. A wide variety of materials are accepted.

**CT Mandated Recyclables:** Plastic containers PET & HDPE (#1 & #2 plastics); boxboard (e.g. shoe boxes); corrugated cardboard; glass & metal food & beverage containers; newspapers, magazines; high grade white & colored office paper; Ni-Cd rechargeable & lead-acid storage batteries; residential covered electronic devices; leaves & grass clippings; waste oil (crankcase oil); scrap metal.

For more information, contact the DEEP Recycling Office, 860-424-3365 or visit [www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle)