

Waste Reduction Tips for Columbia County Businesses

Evaluate Your Waste Stream

Are there cost savings just sitting in your garbage can? By identifying a waste, you have found an opportunity to save time, resources, and dollars. What can you do at work to minimize waste?

Copy and print double-sided whenever possible. (Find out about "duplex" options for laser printers that allow you to print double-sided.)

Reuse the back side of paper for draft documents and memos. Keep a small box of reusable paper near the copier or printer.

Look at the forms/newsletters/correspondence you send out - don't be afraid to change the format.

Send internal memos electronically.

Use print preview and spell check.

Keep mailing lists current.

Get rid of office junk mail by removing your business from marketing lists published by Dun & Bradstreet (call 800-333-0505)

Avoid brightly colored paper, since they cause problems in the recycling process. Use pastels or white paper with colored ink (nontoxic).

Make sure all employees have a convenient way of recycling. Provide containers for recyclables at each desk or in common areas.

Order recycled content products whenever possible.

Buy durable goods.

Use shredded paper or cornstarch peanuts for packing instead of foam peanuts.

Styrofoam peanuts and boxes can be saved and reused or given to Mailboxes Northwest in St. Helens.

Bring recyclable containers (for food), coffee mugs, and utensils to work.

If you handle a lot of organic waste, you can start a compost pile, adding leaves, grass, and other yard waste.

Instead of bagging grass, cut grass often and leave on your lawn to save time and money on fertilizer. For detailed information on how to set up an in-house waste reduction program, visit [DEQ](#).