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# Waste Reduction Tips for Businesses

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Everyone can cut the amount of waste going to landfills. The following is a list of ideas businesses can use to accomplish that goal:

1. Do an assessment of the waste your business generates. This will help you determine the areas in which you can reduce the amount of waste you produce.
2. Develop a waste reduction policy and educate employees regarding its requirements.
3. Use direct deposit for payroll.
4. Order in bulk.
5. Buy rechargeable ribbon cartridges for typewriters and printers.
6. Salvage and reuse clean manufacturing scrap.
7. Use your buying power to encourage suppliers to use less packaging or more recyclable packaging. When possible, reuse packaging material (i.e., packing peanuts, etc.).
8. Invest in office equipment that is durable and easy to repair. Extend equipment life through proper maintenance. Sell or donate old equipment. Purchase remanufactured equipment. Buy copiers that make quick, easy duplex copies.
9. Rent equipment that you use only infrequently.
10. Establish a recycling system for office paper, cardboard, etc.
11. Edit documents on the computer rather than printing drafts.
12. Store information on computer disks instead of on paper.
13. Reformat faxes to omit cover sheet and transmittal reports.
14. Save and reuse interoffice envelopes, manila envelopes, file folders and boxes.
15. Maintain central files rather than using multiple files.
16. Make announcements on e-mail, central bulletin boards, chalkboards, telephone or in staff meetings rather than in a memo.
17. Use office scrap paper for copying internal memos and documents or for scratchpads.
18. File journals and reports in a central location to eliminate the need for each employee to receive a copy.
19. Use reusable rags instead of paper towels or napkins.
20. Use sturdy, reusable wood pallets to ship merchandise. Repair broken wood pallets.
21. Offer corporate coffee mugs or water glasses to employees.
22. Conduct only "green" meetings using reusable cups, glasses, plates and utensils.
22. Remove your name from mailing lists for materials you no longer wish to receive.
23. Keep your business' mailing lists current to avoid duplication and unnecessary mailings to invalid addresses.
24. Donate old magazines to hospitals, nursing homes or libraries.
25. Purchase and use only rechargeable batteries.
26. Join a waste exchange program.
27. Compost food scraps from office kitchen and employee lunches.



**For more information call or write:**

Missouri Department of Natural Resources

Solid Waste Management Program

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