

## **Office Waste Reduction Campaign - 80 George St. Suite 100**

### ***Step 1: Recruit oversight team***

The team will:

- \* Work with others to evaluate which materials can be reduced and recycled.
- \* Teach co-workers and management how to reduce, reuse and recycle waste.
- \* Coordinate activities.
- \* Keep everyone informed about the program goals and successes.

### ***Step 2: Waste Assessment***

Knowing where to begin with an assessment depends on the type and amount of waste the office generates.

A waste assessment should address:

- \* How much waste is generated.
- \* Where, how and why waste is generated.
- \* What types of materials you are throwing away.
- \* Where your waste is going and how it is managed.
- \* How much your collection and disposal services cost.
- \* How much of your waste can be reduced and/or recycled.

Through this assessment, employees will become aware of what waste is created and how it is managed. Now staff can target opportunities for reduction and recycling.

For each waste material identified, consider the best management option:

- \* Reduce.
- \* Reuse or donate.
- \* Recycle.
- \* Purchase an alternative made from recycled materials.
- \* Continue to dispose of the material properly until there is a better option.

### ***Step 3: Waste Reduction Program***

Have team design and implement office waste reduction program.

*Tips for Office Waste Reduction:*

A.) Paper Reduction

Common paper waste in our office: White computer paper; newspapers and magazines; corrugated cardboard

- 1.) Double sided printing – Set all computers to default to double-sided printing. OOS intern or UIT for support
- 2.) Purchasing – Identify FSC certified paper available through approved vendors and require that it be purchased over non-recycled paper.
- 3.) Collect all one-sided paper – For .15 cents per notepad the Tufts print shop will make one-sided paper into notepads for use in the office. See <http://www.tufts.edu/programs/sustainability/index.htm> for more info.

B.) Energy Consumption

- 1.) Computers – Set all to shut down automatically at the end of the day and start up automatically in the morning. Encourage turning monitors off when not in use. OOS or UIT for support.
- 2.) Light bulbs – Switch to energy-saving light bulbs wherever possible. <http://www.edf.org/page.cfm?tagID=632>
- 3.) Space heaters – Touchy subject. Encourage employees not to use them. Assess office heating and cooling efficiency regularly.
- 4.) Small appliances – (Chargers, radios, etc.) Unplug when not in use.

C.) Recycling

- 1.) Bins – make sure bins are accessible and labeled. Bins should be located everywhere there is a trashcan.
- 2.) Utensils – Eliminate plastic utensils. Purchase one set of washable utensils for the office and ask everyone to bring in his or her own from home.
- 3.) Paper kitchen products – Do not purchase paper kitchen products. Purchase a set of new plates, glasses and bowls and ask everyone to bring in his or her own from home. Reserve some glasses for guests.
- 4.) Batteries, ink cartridges, cell phones – All go in battery bins. Make battery bins available and accessible.
- 5.) Plastics and metals – almost all plastics and metals are recyclable. Place in plastics/metals bins.
- 6.) Laser cartridges and toner – Empty toner bottles go in the plastic/metals bin. Spent toner bottles must be thrown away. Staples provides mail-back labels to recycle cartridges.
- 7.) Surplus furniture – <http://www.tufts.edu/programs/sustainability/index.htm>
- 8.) More info: <http://www.tufts.edu/programs/sustainability/index.htm>

D.) Green events

- 1.) Menu planning – use green restaurants/ Tufts dining services: [http://www.bostongreentourism.org/Find\\_a\\_Green\\_Restaurant.html](http://www.bostongreentourism.org/Find_a_Green_Restaurant.html), <http://dining.tufts.edu/?pid=58&c=88>
- 2.) Water pitchers & large bottles – do not provide individual beverage containers.
- 3.) Carpool – To and from off-site events. Facilitate for everyone.
- 4.) Prominent placement of recycle bins
- 5.) Napkins for finger-food only events
- 6.) Signage
- 7.) Speaker gifts – give green gifts such as energy credits or gift cards.
- 8.) Composting - Tufts dining services may compost food waste if you bring it to them.

## E.) Water

- 1.) Implement a filtered-water- only policy

## F.) Transportation

- 1.) Incentives – green transport incentives such as T-passes, rewards for carpooling/ridesharing and not driving.
- 2.) Facilitation – Help coordinating carpools/rideshares
- 3.) Information – MassRides; WageWorks; pre-tax benefits for passes; bike training/Mass Bike Coalition

### *Step 4: Kick Off Program*

#### Announce and Promote the Program

Make an announcement at the next staff meeting, post a message on bulletin boards or send an e-mail announcing the start of the new or improved program. Follow these steps:

- \* Announce the commitment to reduce waste, recycle and purchase environmentally preferred products.
- \* Spell out the new program procedures clearly.
- \* Introduce the program coordination team and provide contact info.
- \* Encourage employees to share innovative ideas and solutions.

Launch the program with a special event or staff party. Then promote the program both internally and throughout your community. Create publicity materials such as signs, posters and e-newsletters.

Employee participation is critical to success. Gain the support and active participation of upper management immediately. Employees who see their boss reducing, reusing and recycling are more likely to participate. Make participation easy: educate everyone about the program.

### *Step 5: Educational Campaign*

Provide information and documentation on exactly how to and what to reduce, reuse and recycle. Include links to additional resources. Identify team members who can provide face-to-face information on specific subjects.

#### Hold Training Sessions

Staff meetings are ideally suited for training sessions. Both the coordination team and management should be involved answering questions, providing encouragement and discussing the program's needs and successes. Provide employees with information on the waste reduction program, along with brief instructions on topics such as collection locations and material handling methods.

### *Step 6: Track Progress*

Once underway, track successes and document savings. Monitor and evaluate the program to ensure its viability and success. Track any revenue as well as avoided costs, such as:

- \* Recycling revenues.
- \* Lower garbage bills.
- \* Reduced purchasing or operating costs.
- \* Avoided regulatory and compliance expenses.

Also keep track of areas for improvement. Have the team meet regularly to revise the program and implement updates.

### **Step 7: Keep Employees Informed and Involved**

Provide regular program updates. For long-term success, positive communication and employee recognition are critical. Show people how their participation produces results. Here are some suggestions for keeping staff and management informed and involved:

- \* Write articles/emails about the program's successes and staff involvement
- \* Send e-mail updates on a regular basis.
- \* Post flyers reminding employees of program goals.
- \* Encourage each department to designate a "team leader" to monitor efforts.
- \* Train new employees during the orientation process.
- \* Give awards to employees or departments who have demonstrated innovative strategies for waste reduction and recycling.
- \* Share information about the program with the rest of the university!