

Green Office Checklist

Start An Office Recycling Program

If your company strives to have a positive impact on the environment, setting up a company-wide recycling policy is a great way to start. Some essentials needed to maintain such a policy include:

Support From Upper Management

- Management support is critical for implementation and planning because it will require staff time and expenses.

Assemble a Recycling Team

- Recruit employees to be your recycling ambassadors. Your recycling team will make sure policies are carried out correctly.
- Appoint a coordinator and alternate. The coordinator and alternate are the liason with management and recycling firms so that there is one "point person." Program monitors assist the coordinator with employee education and are the "boots on the ground," monitoring participation and contamination.

Perform a Waste Audit

- Understand your office's current waste situation.
- Determine the number of people who will participate and the types and quantities of recyclables. A reputable and experienced recycler can assist you in determining what can and cannot be recycled.

Select a Recycling Company

- Determine what materials are acceptable and unacceptable.
- Determine who will provide the collection containers and the type of containers available.
- Determine what educational and promotion assistance is offered.
- Your recycler should review your waste audit as well as conduct a site visit to help with container selection and placement.

Develop an Efficient Collection System

- Separate recyclables.
- Put paper collection containers in a convenient and prominent place.
- Use the same type and color collection bins consistently.
- Be familiar with local fire codes when storing combustible materials.
- Meet with those responsible for consolidating recyclables before rolling out program.



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Motivate Employees

- Email staff about the new program both in advance and again once in place
- Consider holding a 15 minute training session for small groups to review the program's operation. Ask your recycler to conduct the session and answer questions
- Place signage prominently to reinforce the program
- Have a competition. e.g., (Whoever recycles the most this month will receive a gift card)
- Report progress and statistics to motivate employees. e.g., (If we used 1000 less sheets of paper per month we could save 500 trees per year!)

Ways to Reduce Waste

- Print double sided documents, use economy print settings on printers and copiers,
- Use personal mugs instead of paper
- Purchase products with the maximum post-consumer recycled content available
- Purchase refillable ink cartridges
- Order office supplies in bulk to reduce packaging
- Reuse packing material whenever possible.
- Use less paper - go digital whenever possible
- Invest in rechargeable batteries
- Unsubscribe from junk mail sent to the office
- Use a dual stream recycling system— separate plastic, glass, metal and paper products.

Data Security

Don't forget about e-waste and data security. Download our Data Security Checklist for more information.



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