



# Whether you have an existing recycling program or a starting from scratch, here are some quick and easy tips from your recycling team at Waste Management:

## Tips to Maximize Your Success: Reduce, Reuse, Recycle

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**Appoint an office champion-** identify someone who will take ownership of the AB 341 process and coordinate employee participation.

**Recycle-** Place a desk-side recycling container (an empty copier paper carton will suffice) at every desk. Collect paper, bottles, cans, and cardboard/paperboard from all your employees. Recycle old printer cartridges using mail-back containers from the supplier. Collect batteries, compact fluorescent bulbs and tubes, along with e-waste for convenient recycling by mail ([www.thinkgreenfromhome.com](http://www.thinkgreenfromhome.com)).

**Reduce-** which may help lower your monthly trash bill. Think before printing a document. E-mail information to co-workers instead of using a hard copy. By reducing the amount of material going into your trash bins and increasing the level of recycling, you will have immediate impact on your monthly trash rate.

**Reuse-** Encourage employees to re-use. Use paper already printed on one side for notes or printing drafts on the other. Bring your lunch to work in reusable containers. Drink coffee out of mug or bring a travel mug with you to the coffee shop.

**Rot (compost) -** Organics comprise nearly one-third of the materials found in the trash. Starting a food scraps program helps eliminate food from the trash and contributes to the creation of compost helping to conserve natural resources.

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