



Think Green at Work

By reducing waste and recycling you are helping to save energy, reduce water pollution, reduce water consumption, preserve natural resources and create jobs.

Waste Reduction Tips:

- Switch off computer monitors and lights when you leave for lunch or meetings. Screensavers do not save energy.
- Buy items in bulk with minimal packaging.
- Use durable dishware and silverware in the break room, kitchen and at office events.
- Reduce paper use by printing double-sided, using print preview and printing only what you need.
- Reuse items in good condition. Donate what you don't need.
- Use environmentally friendly packing material such as shredded paper instead of bubble wrap or foam peanuts. Reuse packing materials when you get them.



Strengthen Your Recycling Program by:

- Forming an employee Green Team.
- Providing desk side recycling containers and guidelines to all employees.
- Posting recycling guidelines in visible areas.
- Educating and monitoring your janitorial crew regarding proper recycling collection procedures.

Recycling Refresher

All paper, cardboard, metal cans, and plastic bottles can be mixed together. Only glass needs to be recycled separately.

ACCEPTED MATERIALS:

Clean Paper

- Cardboard
- Copy paper
- Phone books
- Scrap paper
- Shredded paper
- Magazines
- Brochures and catalogs
- Envelopes
(Windows, paper padding OK)

Clean Metal

- Metal cans

Clean Plastic

- Plastic bottles
- Plastic jugs



For more information about what is recyclable in your area and more ideas about how to reduce waste, visit us at www.wmnorthwest.com/oregon.