



Think Green at Work

By reducing waste and recycling you are helping to save energy, reduce water pollution, 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.
- Use environmentally friendly packing material such as shredded paper instead of bubble wrap or foam peanuts. Reuse packing materials when you get them.

Recycling right is more important than ever. By following these three simple steps, you ensure that your materials make it to their next best use.

Everything you put in your recycling cart should be:



CLEAN

Give food containers a quick rinse.



and



EMPTY

Pour out liquid. Scrape out food.

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.

Recycling Refresher

All paper, cardboard, metal cans, and plastic bottles can be mixed together.

ACCEPTED MATERIALS:

Clean Paper

- Cardboard
- Copy paper
- Phone books
- Scrap paper
- Shredded paper
- Magazines
- Brochures and catalogs
- Envelopes

Clean Metal

- Metal cans

Clean Plastic

- Plastic bottles
- Plastic jugs



For more information about what is recyclable in your area, your collection schedule, ways to prepare recyclables for collection, and more information about source separation of materials, visit us at www.wmnorthwest.com