

Waste reduction and recycling policy

(Business Name) Workplace Waste Reduction and Recycling Policy

I. Policy Goal Purpose

Reduce waste, help conserve natural resources, and cut greenhouse gases.

2. Policy

All (Insert Business Name) employees shall reduce the amount of waste materials generated in the workplace and recycle the various materials identified in this policy.

3. Waste Reduction

Commitment to Waste Reduction and Prevention – All (Insert Business Name) employees will practice waste reduction through the following practices:

- Print and photocopy on both sides of a sheet of paper whenever possible
- Use E-mail to exchange documents and post business announcements to avoid using paper.
- Share magazines, periodicals, trade publications and newspapers.
- Remove names from business mailing lists for current and previous employees by contacting companies that send multiple copies of the same catalog or literature.
- Circulate memos and documents using an employee routing slip
- Reuse packaging material (Styrofoam peanuts & bubble wrap) for shipments or recycle at a local mail packaging store.
- Re-use all copy paper printed on one side from fax machines, copiers and printers
- Invest in Fax software which eliminates having to print paper documents.

4. Recycling

All (Insert Business Name) employees shall comply with the company's recycling program. Employees maximize opportunities to recycle their waste whenever applicable.

All (Business Name) employees shall follow the recycling program guidelines as trash or improper materials in the recycling container create a contamination problem.

- a. Collect the following paper materials for recycling:

White paper	Junk mail	Post-It notes
Colored paper	Magazines	Corrugated Cardboard
Newspapers	Catalogues	Folders
All envelopes, including those with plastic windows	Fax paper	Computer print outs

b. Collect the following glass, metal, and plastic materials for recycling:

Plastic bottles with a # 1, # 2, wide mouth # 5 plastic containers	Clear & colored glass food and beverage bottles
All metal food and beverage cans	Aseptic containers (drink boxes, soy milk, soup)