

PUT WASTE IN ITS PLACE

Reduce Waste at Work



Visit www.PutWasteInItsPlace.ca
or call 1-877-313-RRFB (7732) for:

- A list of waste reduction educators who provide free presentations, staff training, waste audits and more
- Contact information for suppliers of recycling and composting bins
- Free signage and waste sorting guides.

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Top 10 Tips to Reduce Waste at Work

Businesses have a responsibility to ensure their waste is handled properly. By recycling and composting at work we do right by our environment and our community.

1 Contact your municipal waste reduction educator to help you set up the best waste diversion program for your business - at no charge.

2 Conduct a waste audit to determine what type of waste your business produces and where it's going.

3 Educate your employees and customers - send emails, monitor bins and correct behaviours in a friendly way!

4 Provide separate bins for paper, organics, recyclables and garbage in a common area. Each desk may only need a bin for paper.

5 Colour code your waste bins and signage - blue for recyclable containers, green for organics, grey for paper, and black for garbage.

6 Contract a hauler that provides collection of all waste streams - monitor pickups and adjust as required.

7 In leased spaces, know who is responsible for providing containers, contracting a hauler, removing waste from your business, etc.

8 Educate your cleaning staff to ensure waste remains separated after it leaves your business.

9 Host green meetings and events: e-mail invites and handouts, provide a waste-less lunch and avoid disposable items.

10 Think REDUCE: store files digitally, print double-sided, provide reusable cups and dishes, etc.

RRFB Nova Scotia is a non-profit corporation working in partnership with Nova Scotians to improve our environment, economy and quality of life by reducing, reusing and recovering resources.

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