

# PUT WASTE IN ITS PLACE

## REDUCE WASTE AT WORK

Visit [divertns.ca](https://divertns.ca)  
or call 1-877-313-7732 for:



**A list of waste 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.**



# 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 educator to help you set up the best waste reduction 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. Provide separate bins for paper, organics, recyclables, and garbage in a common area.
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.

**Divert NS 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.**