

WASTE REDUCTION TIPS

SMART BUSINESS RECYCLING

Reducing the amount of trash your business creates is the best way to reduce monthly waste disposal costs and improve your company's bottom line. All waste reduction activities — be they waste prevention, reuse, or recycling practices — will help you achieve your goal of reducing the amount you pay for waste disposal and sending less trash to landfills.

Take advantage of the tips listed below to help you reduce your waste.

REDUCE/REUSE

- Shorten or consolidate admission, discharge, and other forms to only what is necessary. Keep as much information filed electronically as practical in order to reduce file space.
- Establish a policy of double-sided printing and photocopying.
- Donate unuseable linens (sheets, towels, gowns) to charity groups or contact the **SmartBusiness Recycling** Program at (800) 741-9236 for a list of textile recyclers.
- Use pump dispensers — pre-measured to recommended amounts — for chemicals, sanitizers, soaps, lotions, and other appropriate products. Usage of these materials, along with packaging waste, can be significantly reduced.
- Provide reusable flatware, plates, glasses, and mugs in dining areas instead of disposable paper and plastic items. Encourage employees to use their own mugs for beverages by offering financial discounts.
- Donate salvageable medical equipment, mattresses, and office furniture to charity organizations.
- List available items for donation on the County's materials exchange web site, LACoMAX, at www.lacomax.com or call (800) 741-9236.

TIP
SHEET

- In public and employee restrooms, replace paper towel dispensers with hot air hand dryers.
- Send computer printer and photocopier toner cartridges back to the vendor for remanufacturing.
- If your facility has a lawn, reduce grass trimmings by leaving clippings directly on the lawn instead of bagging them for disposal. Not only will this reduce waste, it will also lead to a healthier lawn by returning nitrogen to the soil.

RECYCLE

- Determine the materials with the largest volumes of waste and target them for recycling. Large facilities will likely have significant quantities of cardboard, paper, landscape trimmings, and food packaging materials.
- If you have recyclable materials in small quantities, consider paying for recycling collection as long as the cost is less than what you pay for waste disposal. Your company will "make money" by reducing its waste disposal costs.
- If recycling services are not available from your waste hauler or recyclers, work with employees or local individuals to collect and transport recyclable materials from your business.

For additional information, contact the County of Los Angeles SmartBusiness Recycling Program at (800) 741-9236 [TDD (626) 282-7829] or visit our web site at www.businessrecycling.com