

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

- Use cloth rags that are reuseable rather than disposable wipes to clean presses whenever possible.
- Reuse press wipes as long as possible before discarding. Use a slightly used wipe for the first pass and a clean one for the second pass.
- Utilize electronic image processing when possible so that text, photos, graphics, and layouts are scanned and changes can be made on the monitor. This technology can help reduce the amount of paper, film, and chemicals used.
- Purchase inks in containers that can be returned to the supplier for refilling.
  - Reuse cardboard boxes from paper deliveries to send finished jobs to customers.
  - Reuse pallets to send finished jobs to customers or ask suppliers to take them back. For excess pallets, store them onsite for collection by a pallet reuse company.
- Donate salvageable office equipment and furniture to local charity organizations. List available items for donation on the County's materials exchange web site, LACoMAX, at [www.lacomax.com](http://www.lacomax.com) or call (800) 741-9236.

- Recommend recycled paper and environmentally friendly soy based inks to your customers.
- 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

- Recycle paper cuttings and excess paper from job overruns. Contact the **SmartBusiness Recycling** Program at (800) 741-9236 for a list of paper recyclers in Los Angeles County.
- Recycle aluminum printing plates. Contact the **SmartBusiness Recycling** Program for a list of metal recyclers in Los Angeles County.
- 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 collection services are not available from your hauler or recyclers, work with employees or local individuals to collect and transport recyclable materials from your business.

TIP  
SHEET