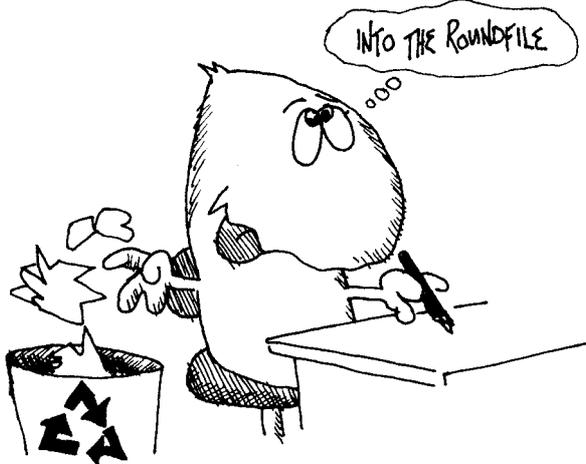


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You and your workmates may be throwing away one kilogram of recyclable paper each week. The reasons for recycling in your office are as plentiful as the paper.



*Recycling paper and cardboard can save money on*

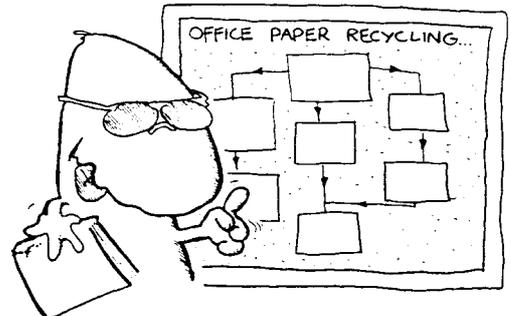
- *disposal costs*
- *conservation of landfill space*
- *energy*
- *resources*

Successful programmes overseas indicate that recycling office paper is good for the environment, the community and business.

## PAPER RECYCLING IS EASY

Successful office recycling programmes have five common elements:

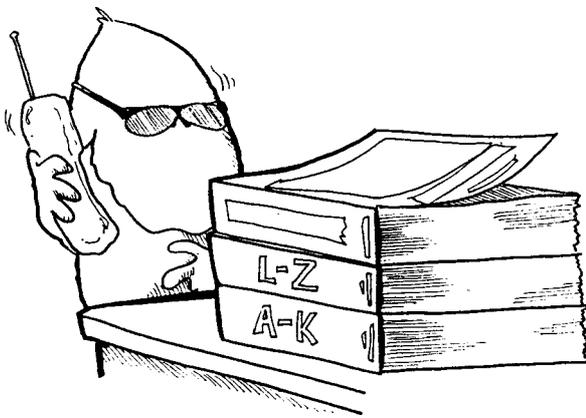
- a capable and enthusiastic programme coordinator
- a secure market for recycled paper
- a simple and reliable collection system
- an effective employee education and publicity programme
- strong visible support from the management.



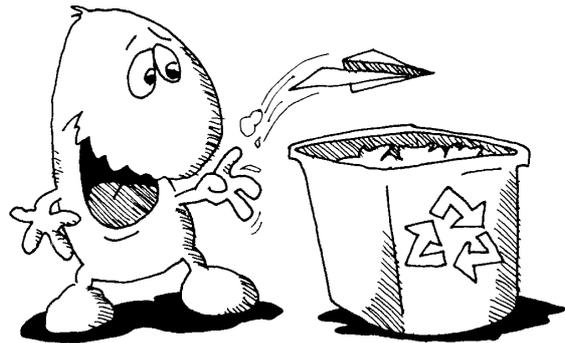
The coordinator should have organisational experience and good communication skills. He or she is responsible for selecting a waste paper dealer, developing the collection system, getting employees involved and tracking and recording the programme's progress.

Depending on the size of your organisation, section or department monitors may be appointed to help the coordinator. Monitors can make sure that containers are kept free of non-recyclable waste, encourage participation and notify the coordinator when containers are full.

*When selecting a waste paper dealer (listed in the Yellow Pages under Recycling) remember service is more important than price. Paper prices and demand can fluctuate dramatically.*



- Send around a **kick-off memo** to all staff signed by the chief executive or senior officer. Explain the benefits of the programme, the separation and collection arrangements, and give information on where the benefits will go.
- Attach a list of what is and is not recyclable.



- Have each employee collect waste paper in a small desk top container or in an **under-desk box** to be emptied into central units or bins throughout the office.

## HOW TO START

You will need to find out:

- what type of paper will be collected
- whether bins and confidential document destruction will be provided

Make sure your recycling bins are labelled clearly so visitors, cleaners and absent-minded employees do not mistake them for rubbish bins. Used photocopy paper boxes make excellent recycling containers.

There are a number of plastic rigid containers that are suitable if you need something larger.

**Photocopier areas** and high generation areas will need a larger container than individual needs. Volunteers or cleaning staff need to be organised to empty the recycling containers into the central container.

Central containers can be hired from various paper recycling companies.

**Note:** Computer paper needs to be collected separately from other office paper.

Remember that you need truck access to off-load your paper from your building (an empty car-park space is ideal).

*Give staff feedback. Follow up, memos or newsletters help to reinforce the new recycling habit.*

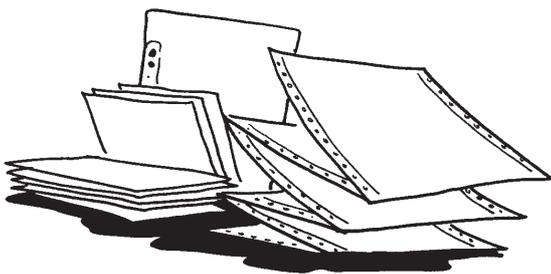
*Progress to date and problems experienced can be highlighted.*

*Continual reminders will help maintain a successful programme.*

Because office paper recycling schemes rely on goodwill and staff participation, it is important to regularly praise and promote their efforts. Perhaps a fund can be set up where a portion of the accrued savings can be deposited to pay for some staff benefits.

You can also save paper in the office by:

- making two-sided copies
- reusing envelopes for internal mail
- circulating memos with a distribution list rather than individual copies
- using the blank side of notes before recycling
- buying or producing minimally packaged goods
- using 100% recycled paper whenever possible



Auckland  
**Regional**  
Council

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Regional Waste  
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ARC Wasteline (09) 366-2070  
February 1999

## WHERE TO FROM HERE?

Make paper-saving the first step in your recycling programme. Later on, **encourage recycling of aluminium and glass.**

Prevent the build-up of non-recyclable waste by using **china mugs instead of styrofoam or paper cups, washable cloths instead of paper towels**, cloth instead of paper napkins, metal spoons rather than wood or plastic and metal knives and forks rather than plastic cutlery.

Develop an environmental image for your company by encouraging car pooling, electricity saving and the use of public transport.

“Going Green” booklets are available from the Ministry for the Environment Phone (09)-307 7093. This is an easy guide to an environmentally friendly office.

**Do your part to help preserve the environment and conserve resources.**

## RECYCLE!

