



Business Waste Reduction Project Toolkit

Examples of Waste Avoidance and Reduction Opportunities

Office Environment

Waste avoidance and reduction

- Opt for double-sided copying and printing. This may mean purchasing printers and copier machines with this capacity to make it easier for staff to use this option;
- Make the minimum number of copies required;
- Keep mailing lists current to avoid unnecessary use of paper;
- Circulate or share documents, publications, and telephone books. Creating a shared, centralised filing system can be a good way to achieve this;
- Post general announcements in a central location, such as a bulletin board;
- Use inter-office emails instead of hardcopy memos or messages;
- Store documents electronically rather than as hard copies (where feasible);
- Edit and proofread documents on the computer before printing. This can be done using the track changes and comments options in Microsoft Word;
- Eliminate fax cover sheets by using a stamp with company details;
- Fax directly from a computer to eliminate unnecessary printouts;
- Purchase durable, or easily repairable office equipment and furniture;
- Use rechargeable batteries rather than standard batteries where possible;
- Perform routine preventative maintenance of office equipment to ensure longer life.

Recycling & Reuse

- Recover single-sided sheets of paper for reuse in printing draft copies, or as scrap paper;
- Collect toner cartridges for reconditioning and purchase only reconditioned toner cartridges;
- Purchase reusable items such as refillable pens;
- Reuse office supplies, such as inter-office envelopes, binders, file folders, paper clips, etc;
- Establish a system and / or central location for reusable office supplies; and donate reusable furniture, equipment, and supplies to schools, community groups, or charitable organisations.

Cleaners

Waste avoidance and reduction

- Purchase – or ask contractors to use – concentrated cleaning supplies, such as detergents, to reduce packaging;
- Use washable cleaning utensils in preference to disposable paper towels;

- Opt for vacuum cleaners with non-disposal collection bags over those with disposal paper bags;
- Maintain the serviceability of equipment such as vacuums and upholstery cleaners to prolong their life.

Food Preparation and Serving

Waste avoidance and reduction

- Purchase products in bulk and / or concentrated form and dispense them in reusable / refillable containers;
- Purchase reusable serving dishes and utensils over disposable ones;
- Use bulk dispensers for condiments (e.g. sugar, milk, jams, and coffee whiteners) instead of individually wrapped packages;
- Opt for produce suppliers that can provide meats, baked goods and dairy products in reusable containers or, work with existing suppliers to reduce or eliminate packaging where feasible;
- Practice effective inventory management to prevent spoiled and out of date products (including screening the used by dates of goods received);
- Track daily food production volumes versus waste generation volume and, where necessary, adjust production amounts accordingly to reduce waste (e.g. controlling or minimising portion sizes).

Waste recycling and recovery

- If you generate used cooking oil, consider using this byproduct as bio-diesel fuel - cooking oil recyclers can provide you with drums for storing the oil and can arrange to have these picked up on a regular basis.

Landscape Gardening

Waste avoidance and reduction

- Buy consumable materials in bulk to reduce the amount of packaging used;
- Eliminate plastic bags from outdoor litter baskets and / or use durable bags for collecting landscape waste and litter;
- Practice inventory management to prevent equipment unnecessarily going out of service (i.e. prolong the life of your equipment).

Waste recycling and reuse

- Mulch / compost garden organics; or sell wood chips from tree lopping for mulch.

General Recommendations

- Minimise packaging at the source by working with your product suppliers, or self regulate by buying in bulk, or choosing alternative brands or products with less packaging;
- Minimise consumables by opting for reusable over disposable products;
- Look for ways of effectively using by-products (including packaging). If your company generates a significant amount of a particular type of waste material, the NEWF may be able to assist in identifying a market for this material;
- Maintain the serviceability of your equipment to avoid premature disposal (i.e. reduce the rate at which you send old equipment to landfill). You may even wish to pass on redundant equipment for spare parts