

Towards a Greener Business

Waste & Recycling

Tips to Reduce Waste to Landfill

Recycle used toners and ink cartridges through Planet Ark. Simply take your empty and unwanted printer cartridges into your nearest participating Australia Post, Officeworks, Harvey Norman, Tandy, Dick Smith Electronics or PowerHouse outlet and place them in the special 'Cartridges 4 Planet Ark' bins. Or contact Planet Ark on 1800 24 24 73 to start your own.



Recycle your Mobile phones and accessories through Mobile Muster. Visit www.mobilemuster.com.au to find your nearest collection point or start your own.

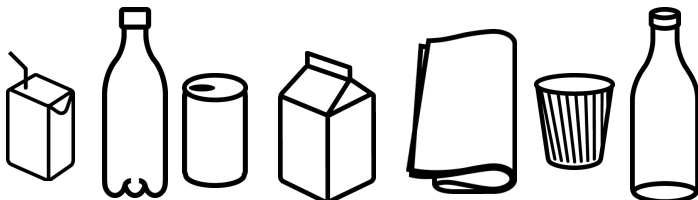
Compost all your fruit scraps, tea bags and leftover lunches by setting up your own worm farm or bokashi bucket (an indoor food recycling system).

Cut back on your paper consumption – did you know that paper represents more than 70% of the waste produced by offices (taken from Planet Ark). Here are some specific tips:

- use e-mail instead of paper notes to send memos
- file documents within your computer and make electronic backups instead of printing and filing paper copies
- subscribe to electronic versions of newsletters
- proof read and spell check on screen
- set your printer to do double-sided printing
- reuse paper printed on one side for note paper or printing drafts

Try and reduce or **avoid excessive packaging materials** that are brought into your business to save you on disposal costs.

Recycle ALL bottles, cans, cartons, rigid plastics (codes 1-7), paper and cardboard.

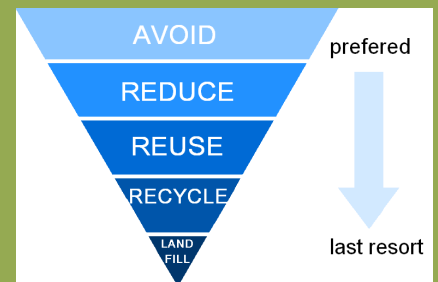


Did you know?

Council runs a free recycling fortnightly kerbside collection service, which can include up to 2 x 240L commingled recycling bins. Contact Council for more information on 9262 6333.

However if your business generates a lot of paper wastage, cardboard or bottles and cans you may need a separate commercial collection service. Look up Recycling in the yellow pages for contact details.

✓ The best place to start when you want to minimise the waste you create is to think about how you can avoid, reduce, reuse and recycle items



✓ Set up a Bin Station to help capture **Recycling, Rubbish & Organics**



MORE INFORMATION

www.whitehorse.vic.gov.au

www.noplasticbags.org.au

www.eco-organics.com.au

www.ecobuy.org.au

www.sustainability.vic.gov.au

www.planetark.com.au

www.mobilemuster.com.au

www.cleanup.com.au

www.visy.com.au