

# Waste Reduction Tips

9. Make sure your business cards have your e-mail address on them, and request the e-mail addresses of your contacts. American's throw away enough office and writing paper annually to build a wall 12 feet high stretching from Los Angeles to New York City.
8. Avoid unnecessarily printing your documents: Retaining documents on your computer rather than in hard copy not only saves paper; it also saves on storage space and keeps them right at your fingertips. The pulp and paper industry is the fifth largest consumer of energy, accounting for 4 percent of all the world's energy use.
7. Before you print a document, train yourself to *always* use the spell check and print preview function. The majority of waste generated in offices is paper.
6. Avoid Disposables - we pay the price for convenience: Use the real thing, plates, cups, silverware, napkins, and towels. Americans throw away enough wood and paper every year to heat five million homes for 200 years.
5. Use routing slips to circulate memos, documents, periodicals and reports. About 40% of our waste is paper.
4. Use plain white paper whenever possible. The dying process creates toxic by-products.
3. Take the time to recycle your cardboard. Recycling one ton of cardboard saves over 9 cubic yards of landfill space.
2. Relabel old file folders and use again and again. This conserves trees and one tree can filter up to 60 pounds of pollutants from the air each year.
1. Make sure that copiers, printers, desk-side lights, and other electric appliances are turned off when you leave at night. About 81 tons of mercury is emitted into the atmosphere each year as a result of electric power generation. Mercury is the most toxic heavy metal in existence.

