








## Reducing Electronic Waste

As the weather heats up, so does the disposal of electronic equipment, especially air conditioners and computers. Here are several actions that your office can take to reduce or eliminate disposal headaches.

Air conditioners can have a longer lifespan if you:




-  Regularly maintain the unit with routine inspections to uncover any potential problems
-  Remember to clean and vacuum the registers and air vents
-  Make sure furniture or window coverings are not blocking the registers
-  Cover the compressor or put window units away during the winter until they are needed again in the summer
-  Reduce the use of your air conditioner

If your office no longer wants their existing air conditioner or if the unit is no longer working, it can be recycled at the Recycling and Solid Waste Center (RSWC). Refer to the Recycling Guidelines online at [www.recycletopkins.org](http://www.recycletopkins.org).

When purchasing your next unit, look for longer lasting, durable air conditioners, and consider purchasing units that are Energy Star certified.

You can also extend the useful life of your office's computers by cleaning them out to prevent hardware and software problems. Preserving memory space will improve the performance of your computer and prolong its life duration.

Tips:

-  Remove unnecessary, unwanted software
-  Remove spyware and adware from your computer with Spybot Search and Destroy or Ad Aware (Windows users)
-  Prevent viruses from infecting your computer by having anti-virus software installed and keeping it updated (Windows users)




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## Finding the Right Recycling & Trash Service

Do you find that your office is recycling and composting more? Or that your office experiences seasonal fluctuations when it comes to how much recycling and trash is generated? Keeping track of your trash and recycling is important. Take a closer look to see if your collection services need to be adjusted.

**Questions to Consider:**

-  How much volume is being generated?
-  Do you need to increase/decrease your services to accommodate the volume of material?
-  Do employees become preoccupied during busier months and end up putting trash and recyclables in the wrong places?

You can reduce your need for trash and recycling services by focusing on peak periods of waste generation, particularly during the summer months.

Consider buying in bulk. Buy large jugs of water and 2-liter beverages instead of individual bottles or cans. This and other bulk purchases (office supplies and food products) can reduce waste generated as a result of excess packaging.

Consider collecting deposit containers to redeem for a nickel each.

Remind your employees to put their trash and recyclables in the right receptacles. To indicate correct placement, utilize flyers or signs.

Reducing packaging while recycling can minimize waste being generated in your business.



## NEW - Product Spotlight: Biodegradable Packing Peanuts

Biodegradable packing peanuts are made with cellulose based organic fill. Unlike Styrofoam™, these packing peanuts are made with renewable resources, rather than petroleum-based resins. They may also be reused multiple times if kept dry.

**Benefits include:**

- Dissolves in water
- No waste
- Static free
- Compostable

Already have Styrofoam™ packing peanuts? You can save and reuse them for your own packing/shipping needs or donate them—consult *Styrofoam Packaging* in the Re-Directory, which can be found [online](#).





## National Conservation Week

National Conservation Week is celebrated annually. This year it will take place on August 12-18<sup>th</sup>.

Conservation means to reduce the use of natural resources so the earth can support the survival of other species and wildlife instead.

Your office can do its part during observation of this week too!

### Conserve the use of raw materials and resources by:

- ① Recycling all items deemed recyclable as outlined online at [www.recycletompkins.org](http://www.recycletompkins.org) or in your ReBusiness Partners Report
- ② Purchasing supplies and materials made with recycled content. Visit [www.fingerlakesbuygreen.org](http://www.fingerlakesbuygreen.org) for information about environmentally preferable products
- ③ Composting in you office to reduce the amount of waste generated and sent to the landfill.

If we reduce the need for landfill space, less land will be dedicated for this purpose and wildlife habitats will be preserved.

## ReBusiness Spotlight: The Shops at Ithaca Mall



While the mall may have a new name, **The Shops at Ithaca Mall**, are not new to recycling.

Since becoming a partner in 2007, the mall has continued to:

- ✓ Recycle in the food court
- ✓ Recycle ink and toner cartridges from the mall's office
- ✓ Use green cleaning supplies
- ✓ And collect shelving and racks for reuse.

The Shops at Ithaca Mall is located at 40 Catherwood Rd. in Ithaca or on the web at [www.theshopsatithacmall.com](http://www.theshopsatithacmall.com).

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Computer hardware can be preserved by:

- ① Dusting and vacuuming your office. Dust, dirt, and hair can cause friction in your unit and shorten its life.
- ② Not smoking around your work area.
- ③ Opening your computer's case annually and blowing out dust and dirt with compressed air or a vacuum.
- ④ Replacing broken parts, instead of the entire machine.

After the life of your computer has been exhausted, dispose of the electronic equipment by properly recycling it. If not disposed of properly, harmful lead, cadmium, and mercury can leach into the environment. Refer to the Recycling Guidelines for recycling electronic equipment, on the [web](#), or by reviewing your ReBusiness Partners Report.

When buying a new computer, invest in units that last longer. Visit [www.epeat.net](http://www.epeat.net) (Electronic Product Environmental Assessment Tool) for a registry of electronics that have met high environmental performance standards.

By taking these steps to preserve your air conditioners and computers, you will reduce trash in landfills, keep toxic lead, cadmium, and mercury from entering the environment, extend the life of your air conditioners and electronic equipment, and reduce the need for raw materials used to create new products.



## ReBusiness Survey

Your feedback is important to us. We use your comments to improve our ReBusiness Partner program.

Return the survey enclosed in your ReBusiness Report and enter to win one of the following:

- 1<sup>st</sup> Place: Compost bin
- 2<sup>nd</sup> Place: ReBusiness Partners organic cotton t-shirt
- 3<sup>rd</sup> Place: 100% recycled (and reusable) soda bottle bag

If you cannot locate your copy of the survey you may also find it by visiting the [ReBusiness Partners webpage](#).

Refer to the bottom of your survey for information on how to return completed surveys. They must be received by September 30 to be eligible.