

Reduce Waste this Holiday Season

December can be a frantic month, between the holidays, employee vacations and the end of the year just around the corner. With all these activities this month do not forget your waste reduction efforts; use the ReBusiness Partners Program as resource for recommendations to keep your waste down this season.

Exchanging presents in your office this year? Give a *Do-It-Yourself* (DIY) gift made from reused or recycled materials. DIY gifts keep the cost down, minimize environmental impact, and make gifting personal.

A great way to facilitate reuse in December is by donating gently used clothing and jackets through a charity such as **Share The Warmth. Cops, Kids, and Toys** (www.copskidsandtoys.org) is another organization that encourages waste reduction in Tompkins County by collecting deposit bottles and cans for return. Consider making your office a drop off point for these organizations, or start a collection amongst employees.

Having a holiday office party? Make it a "waste free event". Use this opportunity to try composting in your office, which could be implemented year round. Use ceramic mugs and plates and reusable silverware and cloth napkins. For more information about creating a compost system in your office, contact Tom Richardson at 273-6632.

End of the Year Purging



If your office, like many businesses, sees a large fluctuation in the amount of paper waste generated at the end of the year due to purging, use this time as an opportunity to assess your waste stream. Make a note of the amount of paper being discarded, and see if paper conservation methods can reduce the volume.

When your staff is planning a major purge, make the effort to contact the cleaners responsible for removing your waste. They may have difficulty managing large quantities of waste without notice. A little planning will streamline purges and ensure that materials are recycled.

Product Recommendations:

Paper Waste Reducing Software

There is now software available to help you reduce the paper you generate every day! This type of software, such as **GreenPrint** (<http://www.printgreener.com/>), targets and highlights unwanted pages before printing. Often the software includes easy PDF creators to reduce the need for printing websites and important documents, and can track your savings as well.

A few other ways to reduce your paper waste include:

- 🌐 Implement a 2-sided copy policy
- 🌐 Share and circulate a single copy of a document rather than one for each person
- 🌐 Use email, a network, or re-writable CD-ROMs to send documents electronically instead of printing
- 🌐 Edit on the computer before printing documents
- 🌐 Use fax stamps or post-its to avoid using a cover letter



ReBusiness Spotlight: McGraw House



McGraw House is a living community for active seniors, located at 221 S. Geneva St. in Ithaca. A ReBusiness Partner since 2006, McGraw House is active in reducing it's waste. In addition to recycling all mandatory materials, the facility also provides residents with bins to recycle old eyeglasses. Used cooking oil from the kitchen is also collected and recycled.



Reuse is prevalent at the facility. For example, packaging materials are collected and used again. The living community also provides a swap table for residents to leave unwanted items and find new use for other items left behind.

For more information:
www.mcgrawhouse.org

