

40 tips for Cutting Waste at Work



↓ reduce

1. Make duplex (double-sided) copies.
2. Make the minimum copies required.
3. Route or post information instead of making copies.
4. Proof work on the computer screen.
5. Use email instead of hard copies.
6. Eliminate unnecessary reports.
7. Keep mailing lists up-to-date.
8. Store documents electronically.
9. Practice preventative maintenance.
10. Use shared central files.
11. Choose long warranties.
12. Use "draft" quality for printing.
13. Buy local.
14. Buy items with the least packaging.
15. Switch to rechargeable batteries.
16. Eliminate fax cover sheets.
17. BYOM (Bring Your Own Mug).
18. Rent, lease, or share rarely-used equipment instead of buying it.
19. Report water leaks.
20. Switch to fluorescent light bulbs.
21. Turn lights and equipment off.
22. Buy energy efficient equipment, and use energy-save feature.

→ reuse

23. Reuse single-sided sheets of paper.
24. Reuse paper clips and rubber bands.
25. Reuse file folders.
26. Reuse packing materials such as boxes, bubble wrap, and peanuts.
27. Reuse index tab dividers.
28. Reuse interoffice envelopes.
29. Share journals and newspapers.
30. Donate or sell reusable equipment, furniture, or supplies.
31. Check second-hand sources before buying new equipment or furniture.
32. If it's broken, fix it.
33. Pack your lunch in reusable containers.
34. Purchase reusable office supplies such as refillable pens.

♻️ recycle

35. Recycle office paper and newspaper.
36. Recycle printer cartridges.
37. Recycle rechargeable batteries.
38. Recycle cell phones.
39. Buy products with recycled content.
40. Visit www.pinellascounty.org/utilities/getridofit for information on recycling and reuse.



PINELLAS COUNTY UTILITIES "CUTTING WASTE AT WORK"
(727) 464-7500 • www.pinellascounty.org/cutwaste

