

WasteBuster Business: Waste Reduction



Waste Reduction is:

more than just recycling; it also includes creating less waste from the start. Use the tips below to reduce the amount of waste your business creates.

1. Revise **purchasing guidelines** - buy in bulk, avoid over packaged items, purchase durable, re-usable and high quality when possible.
2. Use **both sides of paper** - when printing or use back of already printed paper for scrap paper. Use outdated letterhead as scrap paper.
3. **Reduce use of paper** by sending memos and office messages through email.
4. **Buy recycled** - look for post-consumer recycled products such as copy paper and toilet paper.
5. Provide **reusable cups, coffee mugs and silverware**, instead of using disposable, plastic or Styrofoam (polystyrene) ones.
6. Provide **condiments** in large dispenser, instead of small individual packets.
7. Donate used **equipment and furniture** to local charities, instead of disposing of them.
8. Recycle **print/toner cartridges** and use **rechargeable batteries**.
9. Use a **permanent non-disposable coffee filter** - which are easy to use, clean and can be used numerous times.
10. Donate **magazines, journals and books** to hospitals and libraries.

For more information and detailed steps on preparing and implementing a [waste reduction plan](#), please visit Bluegrass PRIDE's website at www.kentuckyPRIDE.com.