

GREEN GUIDE FOR OFFICES

HOW TO RECYCLE AND REDUCE
WASTE AT WORK



THIS GUIDE WILL HELP YOUR OFFICE TO ACHIEVE RECYCLING STARDOM!

You don't have to deal with waste contracts to make a difference. We'll provide you with positive environmental actions to implement in any role at the office.

THIS GUIDE IS SPLIT INTO TWO SECTIONS:



RESPONSIBLE RECYCLERS

Easy wins with
immediate results



ROCKSTAR RECYCLERS

Step up your
recycling game

HELPFUL ICONS WHILE USING THE GUIDE:



FREE TO IMPLEMENT

No-cost sustainable
solutions



SUPPORTS PLANET ARK

Your action here will
support Planet Ark's programs



RESPONSIBLE RECYCLERS

SET UP A REUSABLE PAPER TRAY

FREE

Find a spare tray to set up next to the printer for paper that has only been used on one side. This paper can be reused for notes, mock prints or printing recycling signage for the office. All while saving energy and resources that would otherwise go into new paper production, and reducing your costs!



BUY RECYCLED PAPER

Lots of brands now make office paper from recycled paper. Some products are made with both recycled and 'virgin' (new) materials, or it could even be made from 100% recycled paper.

Purchasing office paper made with recycled content closes the recycling loop by turning the items you recycle into new products. It also means fewer trees are cut down to make paper.

DID YOU KNOW?

Manufacturing recycled paper uses up to 90% less water and 50% less energy than making paper from trees.

REMOVE BINS FROM UNDER DESKS

FREE

Removing individual bins from under desks has been proven to increase recycling rates. Individuals become more conscious of what they are throwing out, and it reduces plastic by using fewer bin liners.

You will need to set up a communal bin station in a convenient location. Use at least two bins: general waste and mixed recyclables. If you have the space and means to include further bins, we have more tips in the next section.

FEWER BINS = MORE RECYCLING!

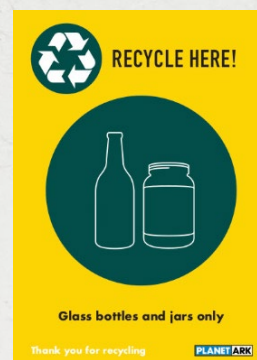
When the University of Queensland implemented a communal waste station to replace bins under desks, their recycling rate tripled!

SEND THE RIGHT SIGNS

FREE

Using prompts like bin signage will help your colleagues recycle correctly. The best location for signage is near the bin opening.

DOWNLOAD FREE SIGNS





RESPONSIBLE RECYCLERS

SIGN UP FOR FREE RECYCLING UNITS

FREE

There are numerous recycling programs in Australia that workplaces can use to collect various materials for recycling. Some will even provide your office with a free collection unit, such as:



SUPPORTS
PLANET ARK
PROGRAMS

PRINTER CARTRIDGES

Sign up your office for a free [Cartridges 4 Planet Ark](#) collection unit. The recycling program accepts printer cartridges and toners and has a zero waste to landfill guarantee.



MOBILE PHONES

[MobileMuster](#) provides free collection units to some organisations, as well as a one-off pick-up service for businesses across the country. They accept all brands of mobiles phones and their accessories.



COFFEE PODS

[Nespresso](#) provides workplaces with a Bulk Recycling Kit to collect large quantities of aluminium coffee pods and capsules. Once it's full, they will pick it up for free.

TOP TIP

Place the collection unit in the area where the waste is generated. For example, put your cartridge box next to the printer.

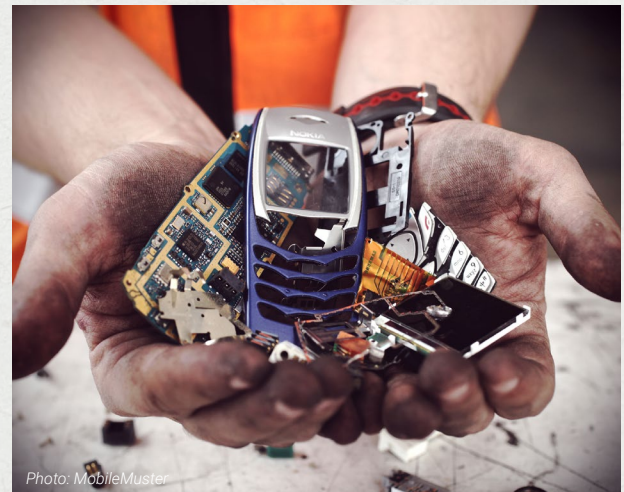


Photo: MobileMuster



Photo: Nespresso [find out more](#)
[www.nespresso.com](#)



ROCKSTAR RECYCLERS

GET THE RIGHT BINS

Make sure your office has at least two bins sitting next to each other in an area that is accessible to everyone: one bin for general waste and the other for mixed recycling.

To up your game, think about the other types of waste your office produces most. Can you find a recycling service and bin for these waste types?



PAPER & CARDBOARD

A separate bin for paper and cardboard will reduce contamination from things

like glass and food scraps, which means the paper and cardboard is more likely to be recycled. Consider speaking to your waste contractor to see if it can be collected separately.



FOOD SCRAPS

An organics bin could be set up to collect lunch waste and coffee grounds.

You may have enough staff to warrant an organics collection service. A smaller office may like to introduce a worm farm or have staff take organic waste home.

TOP TIP

Visit [Recycling Near You](#) to find recycling services and bin suppliers in your area.



WHAT WOULD PLANET ARK DO?

At Planet Ark, we ask staff to put any food scraps into a labelled container in our fridge. Staff take turns taking the organic waste home for their compost or to be recycled in their FOGO (Food Organics Garden Organics) bin.



CREATE A RECYCLING STATION FOR TRICKY WASTE ITEMS

In addition to cartridges, coffee pods and mobiles, your office can set up a collection point for other items that require specialised services to recycle them.

Some of the services available are free but will require a staff member to take the accumulated waste to a drop-off point. Some services that offer pick-up charge a fee to assist with transportation.

See next page to view services >>



ROCKSTAR RECYCLERS



BATTERIES

Support Planet Ark by purchasing a battery recycling box through the [Batteries 4 Planet Ark](#) program. You'll receive a fire-proof collection unit in the mail. Once it's full, give us a call and we'll collect it from anywhere in Australia.



For smaller quantities, find [free drop-off locations](#) on Recycling Near You.



COMPUTERS & E-WASTE

Small numbers of computers and their accessories can be recycled for free through the National Television and Computer Recycling Scheme. Find a [drop-off point](#) in your area on Recycling Near You.

Workplaces that have larger quantities to recycle can find a [commercial recycling service](#) on Recycling Near You.

ORGANISE AN OFFICE ENGAGEMENT SESSION

Get your team involved by hosting a recycling trivia session or a lunch and learn session in the office or online.

We've developed trivia packages and presentations on Recycling, Food Waste and E-waste that you can use for free!

DOWNLOAD FREE RESOURCES



For more recycling tips, visit recyclingnearyou.com.au

