LET'S GET WASTEWISE!

Name of organization recently joined the Environmental Protection Agency's voluntary WasteWise program. The program asks that we do what we can to prevent waste, that is, use only the material needed to get the job done, then recycle what cannot be prevented, and buy recycled products. Although participation in the program is voluntary, name of organization takes its participation very seriously. According to name and title of person in charge of organization's WasteWise program, "name of organization has always made preservation of the environment a high priority . . . *[Insert a quote describing organization's commitment to the environment.]*."

Name of organization's WasteWise goals for this year are *[Insert a brief description of WasteWise goals and describe how employees can help attain them, particularly waste prevention goals. If the majority of employees are not heavily involved in your WasteWise activities, you can make this section short and emphasize, below, general waste prevention actions which the majority of employees can take.]*

In many cases, particularly in the office setting, waste prevention means thinking before using a resource, such as paper. We tend not to think as much about the materials we use at work, especially if we know they will be recycled later. But preventing the waste in the first place has a positive impact on the environment and can save more money than recycling.

Most of us at name of organization have gotten pretty good at tossing our recyclables in the proper bins, and we deserve a round of applause for our recycling efforts! We will always have to use some paper and other materials to get our jobs done, and recycling is the best way to manage those used materials. But did you ever think that a lot of what goes into our recycling bins didn't have to be used in the first place? How? Here are a few examples where we could easily prevent waste before recycling!

- Limit distribution of reports, memos, etc., to only those who need them, or better yet, use e-mail.

- Make two-sided copies. It not only saves paper, but storage space as well.

- Keep files on disk instead of making paper copies.

- Print on scrap paper if you print a lot of drafts. *[If your office has two printer trays, one could contain scrap paper for drafts and the other could have unused paper for final versions.]*

- Use scrap paper for notes.

- Reuse old office supplies. And make sure supplies you no longer need get back to the supply room for other employees to use.

- Make sure printer toner cartridges are sent for remanufacturing instead of throwing them out. *[If your organization does this.]*

- Use a reusable coffee mug instead of a disposable one.

Why should you bother to prevent waste? For one thing, you are preventing pollution. (Everything we consume generates some pollution, often during the manufacturing process.) You are also conserving natural resources. And you are avoiding the potential pollution involved with managing and disposing of waste.

From an economic viewpoint, you are reducing purchasing and disposal costs, money that could have been used to make _{name of organization} more productive and competitive.

Here are a few examples of how we needlessly incur costs when we don't act "WasteWise". Every time we toss a binder in the trash, that's $3.00 down the drain. What about a hanging folder? About 65 cents. A file folder? About 15 cents. Doesn't sound like a lot of money? Think of *[Insert # of employees in the organization or facility that receives this newsletter]* employees at _{name of organization or facility receiving the newsletter} throwing these items away on a regular basis after only one use! So let's put a new label on that old folder and use it again!

And did you know that using one routing envelope 38 times instead of using single-use envelopes saves about $2.00? Think of the money we'd save if everyone was careful to use single-use envelopes only when absolutely necessary.

By sending in our old toner cartridges for remanufacturing, we save approximately 40% off the purchasing cost of a replacement cartridge. Since each new cartridge costs approximately $100, that adds up to significant savings! *[If your organization does this.]*

So, let's think before we use that piece of paper, that envelope, that disposable cup.   If we all make small changes in our daily operations and change a few habits, we <u>can</u> make a big difference, both to the environment and to our bottom line. Let's get WasteWise!