



WASTE REDUCTION

South Carolina SMART BUSINESS RECYCLING PROGRAM

A Smart Business can save money on disposal costs and conserve natural resources and energy through waste reduction activities such as waste prevention, reuse and recycling. Take advantage of the suggestions listed below to help reduce waste at your business.

REDUCE/REUSE

- Use e-mail whenever possible to share documents and ideas.
- Use both sides of the paper when copying and printing.
- Make scratch pads out of single-sided paper.
- Use reusable inter- and intra-office envelopes. Your outgoing envelope gets reused for its return trip.
- Help reduce misprints by posting a diagram or instructions on the printer or copier on how to load letterhead and other special paper so that it will be printed correctly.
- Send computer printer and copier toner cartridges back to the vendor for remanufacturing.
- Use electronic media to save paper. Desktop fax, electronic references (CD-ROM databases), electronic data storage, electronic purchasing and direct deposit are all ways to use electronic media that reduce office paper waste.
- Circulate one copy of memos and reports for review instead of printing hard copies. Store and access as much information as possible using computers.
- Provide reusable flatware, plates, glasses and mugs in dining areas instead of disposable paper and plastic items. Encourage employees to use their own mugs for beverages by offering financial discounts.
- Donate reusable office equipment, furniture and other equipment to local charity organizations. List reusable

materials on the SOUTH CAROLINA MATERIALS EXCHANGE at www.scdhec.gov/scme.com.

- If your facility has a lawn, reduce grass trimmings by leaving clippings on the lawn instead of bagging them for disposal. Not only will this reduce waste, it will also lead to a healthier lawn by returning nitrogen to the soil.

RECYCLE

- Start a recycling program. Determine what can be recycled – office paper, cardboard, plastic bottles, aluminum cans, etc. Determine if the recyclables can be picked up by a vendor or have to be dropped off by a volunteer. Call the S.C. Smart Business Recycling Program at **1-800-768-7348** for more information.

BUY RECYCLED

- Recycling keeps materials out of the landfill or incinerator, but that's only part of the recycling loop. Close the recycling loop by buying products made from recycled content. Buying these products helps conserve natural resources, saves energy and builds markets for recycled materials.
- Look for products made with the highest percentage of post-consumer recycled content. Post-consumer refers to materials that consumers have used and recycled.
- There are thousands of recycled-content products on the market that are competitively priced and of comparable quality to products made of non-recycled content. Examples include paper, trash bags, toner cartridges, plastic binders, carpet and floor tiles.



The South Carolina Smart Business Recycling Program is a partnership of the S.C. Department of Health and Environmental Control's Center for Waste Minimization, Small Business Environmental Assistance Program and Office of Solid Waste Reduction and Recycling as well as the S.C. Department of Commerce's Recycling Market Development Program. The program provides a variety of services to help businesses reduce waste, recycle and develop sustainable practices.

South Carolina
Department of Commerce

Printed on **RECYCLED** Paper
OR-0673 1/08