

GREENING YOUR OFFICE: A CASE STUDY

Offices can achieve surprisingly large reductions in waste if they approach the problem in an organised and determined way. A local public transportation company did just that. The company is a Wastewi\$e member and during the 12-month assessment period, it made the following achievements:

1. Reduced paper consumption by 24.5%, from 510 reams to 385 reams, by:
 - using double-sided paper and reducing photocopying and printing;
 - disseminating messages by email;
 - simplifying daily operational procedures by eliminating, combining or reducing the size of forms, records and notices;
 - re-using paper printed on one side;
 - establishing an e-tendering system for purchasing;
 - establishing a system to regularly monitor paper consumption.
2. Replaced 82% of disposable batteries with rechargeable batteries, and collected 120 rechargeable batteries for recycling.
3. Provided waste paper collection boxes and encouraged staff to use them.. 52 tonnes of waste paper were collected.
4. Removed old documents from box files before they were put in storage. The old box files were then reused, which eliminated the need to purchase new box files during the assessment period.
5. Provided clearly labelled collection boxes for spent ink cartridges and encouraged staff to use them. 323 cartridges were collected for recycling.
6. Installed 1,500 long-life T8 fluorescent tubes to replace old tubes and sent 17,400 old tubes to the Chemical Waste Treatment Centre for proper treatment and disposal.