



Waste Reduction Guidelines for General Office

Avoid & Reduce Waste

- Reduce paper consumption
 - Equip photocopiers/printers with one tray for used paper and another for new paper to encourage employees to print and photocopy on both sides of paper.
 - Load (non-thermal) fax machines with used paper (printed on one side).
 - Receive incoming faxes electronically through an e-fax system, and make hard copies only when necessary using used paper.
 - Adopt an electronic system for filing and documentation.
 - Eliminate, combine or reduce the size of forms, records and notices.
 - Promote the use of electronic communications for such things as disseminating notices, reporting on the latest activities, receiving suggestions, etc.
 - Explore other paperless systems such as e-billing, e-forms, e-posters, e-tendering and e-procurement.

- Replace all disposable containers and cutlery such as paper/plastic cups, spoons and wooden stirrers with reusable and durable items, such as ceramic cups and reusable spoons.

- Use a digital camera and print photos only when necessary to reduce the use of roll film, photo developing, printing and related packaging materials.

- Check the feasibility of removing one or two fluorescent tubes in lighting sets and replacing the rest with long-life tubes to reduce energy consumption.

- Reduce the use of box files by reusing them after documents are put in storage or converted to electronic files.

- Reduce paper towel consumption by installing electric hand dryers.

Collect & Recycle Waste

- Separate waste paper, aluminium cans, scrap metal and plastic waste for recycling. Ensure you do the following:
 - (a) Provide waste collection bins in your office;
 - (b) Instruct staff to carry out waste separation;
 - (c) Conduct regular checks to ensure waste is separated properly;
 - (d) Arrange for a waste collector to pick up the separated waste for recycling; and
 - (e) Maintain records of the quantities of waste collected for recycling.

- Separate all recyclables, such as metal cans, plastics, waste paper, glass bottles and other recyclables, from non-recyclables for easy collection. Keep the recyclables clean to facilitate their downstream handling.

- Donate old computers, furniture and office equipment to charities or people in need.

- Collect all spent toner/ink-jet cartridges for recycling.

Use Recycled Products

- Purchase recycled paper for printing newsletters, brochures, leaflets, name cards, envelopes, letterhead, etc.

- Purchase toilet paper and paper towels with at least 50% recycled content.

- Use recycled toner and ink cartridges.

**Environmental Protection Department
Waste Reduction and Recycling Group
November 2017**