



## Recycling more, recycling better

As well as specifying and buying recycled paper whenever you can, you can also make a positive contribution to the environment by managing and recycling your paper waste efficiently.

By its very nature, business in general and the print and packaging industry in particular produces a large amount of paper waste.

Most companies already have some formal or informal recycling process in place, but there may be more you can do.

### **Here are a few suggestions:**

If you already have a waste collection service, ask whether they have recycling facilities you could use. Often, waste handling companies will offer discounts and incentives based on how much material you send for recycling over a given time.

Some will provide free collection bins, others will provide outside bins for mixed materials to be placed into.

If neither is an option, look into buying recycling bins and place them in prominent positions to get staff into the habit of using them.

Remember, it's not just those directly involved in purchasing or specifying paper products who can make a difference; there are opportunities to save paper in virtually every walk of business life, whatever industry or service you operate in.

Simple things like encouraging staff to use both sides of the paper when they are photocopying, using scrap paper for making notes in meetings and printing off e-mails only when absolutely necessary can all play their part.