



Tips for following the 3 R's at work

REDUCE REUSE RECYCLE

A guide to a greener workplace





INTRODUCING THE 3 RS AT WORK

If you've been thinking about starting a workplace recycling program but are feeling overwhelmed about where to begin, relax!

Implementing a recycling program in the office can be simple – after all, many of your staff are already recycling and composting at home, so they likely know the ropes.

Here are some helpful tips to get your team reducing, reusing and recycling in no time.

SAMSIC



REDUCE

USE LESS PAPER

You can reduce your paper usage by setting printers to print double sided, and by setting up digital process to replace your current paper based ones – forms, surveys, questionnaires and newsletters can all be created online, often for free! Take a look at the websites below to help you:

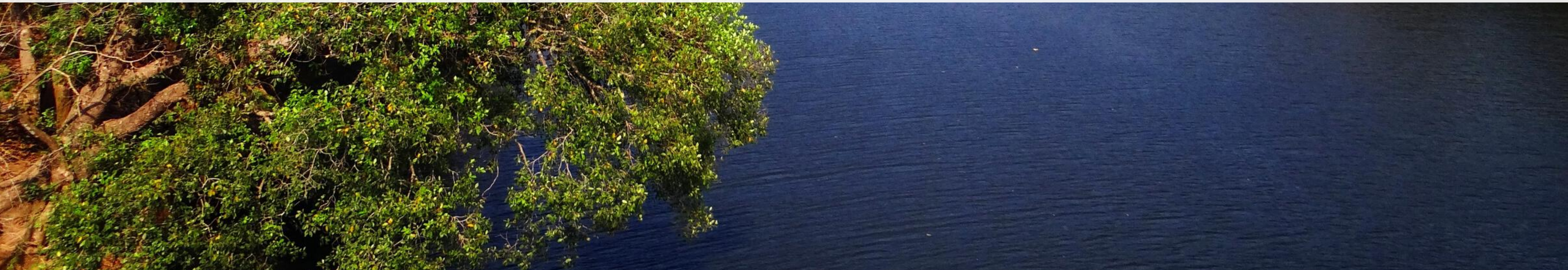
[Jotform.com](https://www.jotform.com)

[SurveyMonkey.com](https://www.surveymonkey.com)

[Mailchimp.com](https://www.mailchimp.com)

STOCK UP YOUR KITCHEN

You can reduce bags and bags of rubbish each week by stocking mugs, plates, bowls and utensils in your office kitchen. Providing reusable water bottles so your team doesn't need to buy disposable plastic bottles or cups.





Remember...

“THE GREATEST THREAT TO OUR
PLANET IS THE BELIEF THAT
SOMEONE ELSE WILL SAVE IT.”

– Robert Swan, Author



REUSE



DON'T THROW YOUR PACKAGING

Envelopes, boxes, cardboard – all of this can usually be reused with new address labels and sticky tape.

RECHARGE YOUR BATTERIES

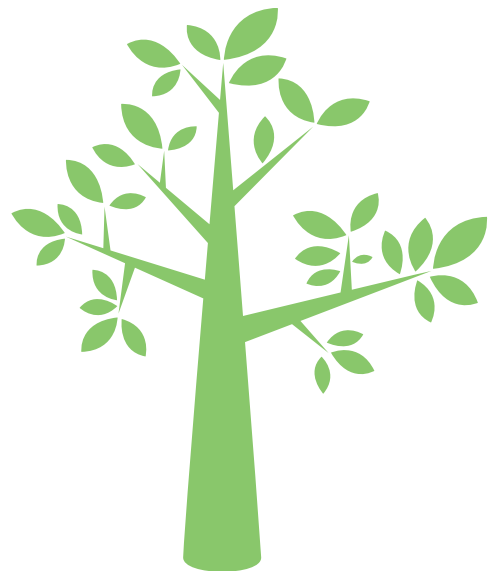
If you use 10 or more AA batteries each month, it would be more economical for you to switch to rechargeable – you could save £50 a month by doing this (and, of course, reduce the amount of toxic waste you're creating).

DON'T BUY NEW

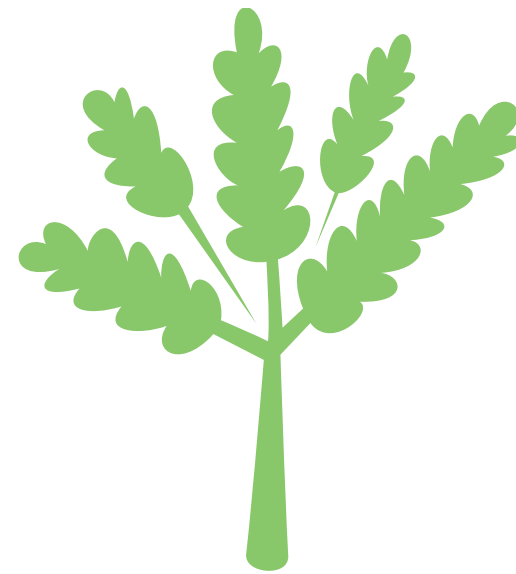
From desks to whiteboards, you can save money and the planet by attending office auctions and buying gently used furniture and equipment. You can even get recycled ink cartridges for your printer now.

PAPER RECYCLING

Did you know...



Over 12.5 million tonnes of paper and cardboard are used in the UK per year



If everyone in the UK recycled 10% more paper, we'd save approx. 5 million trees a year



Using recycled paper produces 73% less air pollution than new paper

RECYCLE

ADD MORE BINS

Add recycling bins in high traffic areas: paper recycling next to printers, plastic recycling and food waste in the kitchen. Start small though – if you're introducing recycling for the first time, start with paper and then as people become more familiar with it, introduce more companywide methods – you could even consider composting if you have an outdoor space!

DONATE USED OFFICE EQUIPMENT

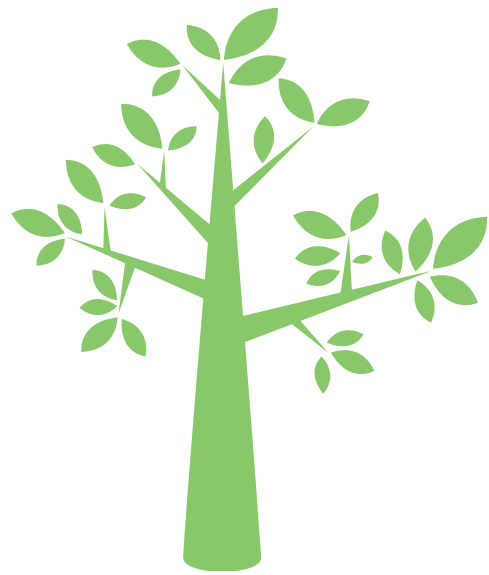
Rather than adding used PCs desks and cabinets to the landfill, why not donate them to smaller businesses, start-ups or charity shops? Remember – if you're donating electronics, make sure you use disk cleaning software to remove all information from the device.

SAMSIC

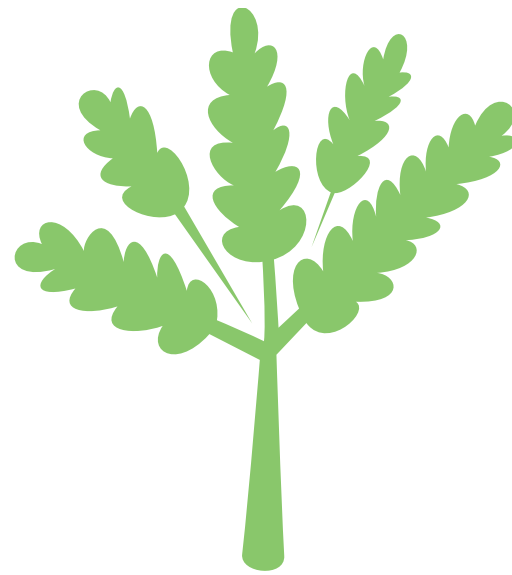


PLASTIC RECYCLING

Did you know...



275,000 tonnes of plastic are used each year in the UK - thats 15 million bottles per day



Plastic can take up to 500 years to fully decompose



Most households throw away at least 40kg of plastic each year - enough to make 10 recycle bins

GET A QUOTE



Website

www.samsic.uk

Email address

enquiries@samsic.uk

Phone number

02476 339 890

