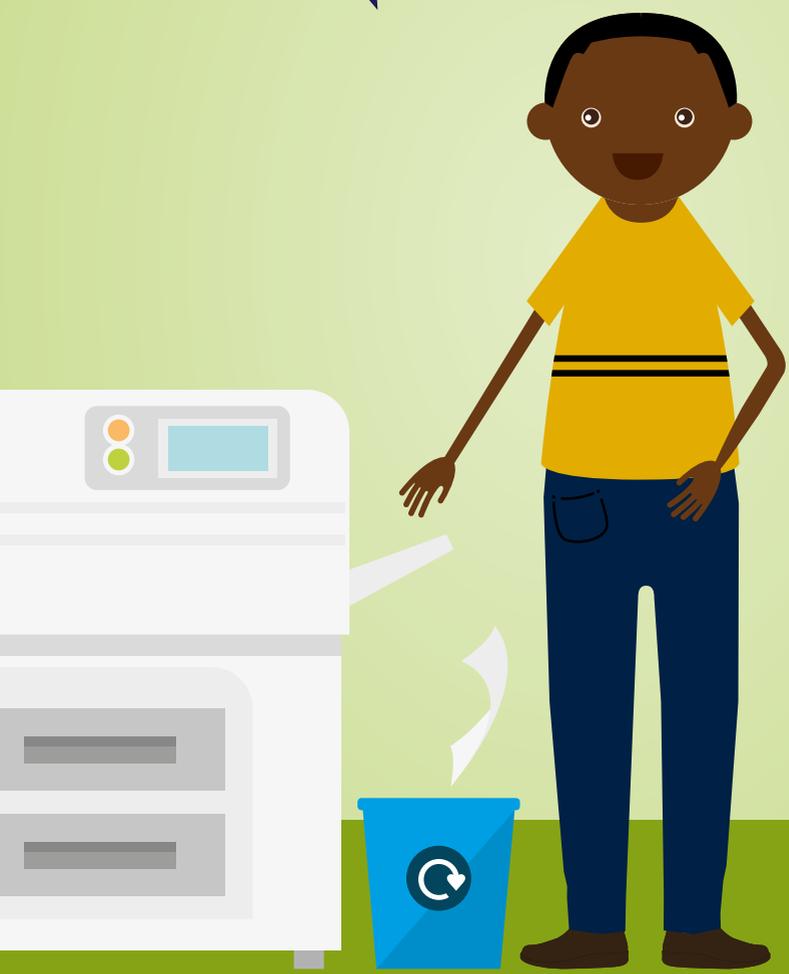
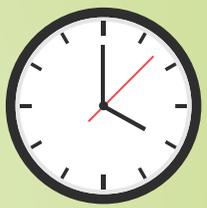


# TOP TIPS TO HELP YOUR OFFICE WASTE LESS and save money

**Waste can cost a business up to 4% of their annual turnover and it can be reduced to only 1% of turnover with very little effort!**



The cost of disposing of your businesses waste is rising, so by reducing your waste, you can save your business money. Waste sent to landfill for example, is subject to landfill tax, the cost of which today is more than 12 times what it was in 1996!

**DID YOU KNOW?**

UK businesses could save up to £23 billion every year by improving the way they use resources. By putting in place measures to reduce waste you could gain a competitive advantage!

All businesses have a legal duty of care to dispose of their waste responsibly.

If you don't comply with the legislation you could be held responsible and have to pay a fine. To find out more contact the Environment Agency or the trade waste service at your local council.



# TOP TIPS

Our three top tips to reduce your office waste and save you money:

## Top Tip 1: Reduce

- Print only when necessary
- Set defaults on printers to print in black and white and double-sided
- Try to remove desk printers which lead to higher printing costs
- View documents online
- Contact senders of unwanted mail and ask to be removed from their mailing lists
- Trial paperless meetings

## Top Tip 2: Reuse

- Reuse envelopes for internal and external post
- Reuse incoming packaging and boxes for outgoing deliveries
- Convert scrap paper into handy notes and notepads
- Provide staff with reusable glasses and mugs rather than disposable cups
- Repair furniture or donate it to community organisations
- Purchase furniture through reuse organisations
- Organise a stationary amnesty to replenish your stationary cupboard for free
- Create a “drop zone” in the office for reusable items

## Top Tip 3: Recycle

If you have items that cannot be dealt with by either of the other two top tips then you can:

- Talk to your waste contractor or your council about recycling and food waste collections
- If food waste goes into the bin and you have outside space, why not install a wormery?
- Place a paper-recycling bin next to the photocopier
- Recycle light bulbs, batteries, mobile phones, toner and printer cartridges through specialist companies and charities
- Try removing personal waste bins from desks to increase use of recycling facilities

## Close the loop

Buy re-used, refurbished or recycled products – these are cheaper and help to stimulate markets for the materials we recycle.



## Where to find help

There are lots of different agencies that provide help, advice and support to businesses. For a full list visit **wiseuptowaste.org.uk/businesses**

## Local council contacts

For more information and advice on recycling collections, contact your local council.

### Barnet

020 8359 5051  
cs@barnet.gov.uk

### Camden

020 3567 5320  
uk.camdenbusinesswaste@veolia.com

### Enfield

020 8379 3860  
commercial.waste@enfield.gov.uk

### Hackney

020 8356 6683  
commercial.waste@hackney.gov.uk

### Haringey

020 8489 0000  
frontline@haringey.gov.uk

### Islington

020 7527 4900  
commercialwaste@islington.gov.uk

### Waltham Forest

020 8496 3000  
mcdu@walthamforest.gov.uk



wiseuptowaste.org.uk/businesses



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