

GO GREEN

Recycle and Reuse Office Supplies

Everyone seems to be talking about going green. How can you make your office a little greener and a bit more eco-friendly? It's not that difficult. Start making your contribution to a healthier earth by purchasing recycled or recyclable products whenever possible. By doing so, you can help transform would-be waste into a sustainable resource.

By now most American office workers comprehend the intrinsic value of recycling paper products like copy paper, newspapers, and corrugated cardboard as well as plastic (bottles) and aluminum (soda cans). Recycle bins have become a mainstay, e.g. a part of the corporate culture of most businesses. But there is more to recycling than paper, plastic and aluminum.

Did you know inkjet and toner cartridges for printers, copiers and fax machines can be recycled? Many office supply companies and manufacturers provide shipping labels and envelopes so empty cartridges can be conveniently recycled. Some even offer a small rebate which you can accept for yourself, your company or even your favorite charity.

Inventing ways to re-use office goods is another way to become eco-friendly. Bring your own coffee mug to the office – use it instead of paper cups. Whenever possible, make computer files instead of paper files. Re-use shipping padding rather than discard it. Invest in rechargeable batteries and chargers for the office. You will probably end up saving your company a lot of green along the way. Recycling and reusing office materials – it's a win-win opportunity for everyone.

Recycle Your Old Cell Phone

Instead of just tossing your old cell phone in the trash when you get your new one, why not donate it to a charitable organization or community crisis center where it can be used to keep someone less fortunate out of harms way. Just Google “Recycle Cell Phones” and you will be amazed at the number of web sites for organizations wanting your old cell phone. Before you send it to them, however, remember to do the following: 1) Terminate your old service; 2) clear the memory of your contacts; and 3) remove the SIM card.

