

Preventing wastes, maximizing resources and increasing efficiency can give your company a competitive edge. You can take positive action *now* by implementing source reduction.

Source Reduction is any activity that prevents the creation of solid waste at the point of generation.

Source Reduction happens at the earliest possible stages of production, manufacturing and packaging processes.

Source Reduction activities should be integrated with reuse and recycling programs.

Management...

Develop a written source reduction policy and adopt a corporate ethic that encourages source reduction and other environmental practices.

Take a look at how your business produces waste each day and identify the types and amounts of waste produced.

Have brainstorming sessions to generate ideas on how to prevent waste. Reward good suggestions.



Packaging...

- Avoid over packaging.
- Ship your products on returnable or reusable pallets and containers.
- Have your distributor ship with returnable or reusable containers.

Purchasing Practices...

- Examine your production and purchasing procedures to see where wastes can be prevented.
- Adopt procurement policies that promote source reduction.
- Revise procurement specifications for supplies and materials to ensure that the products bought are produced and packaged with source reduction in mind.
- Consider cooperative purchases with other businesses to reduce price and packaging wastes.
- Buy supplies in bulk, larger sizes or in concentrated form.

In Your Office...

- Institute double sided (duplex) copying to reduce paper use and mailing costs.



- Use alternatives to paper communication, such as voice mail and e-mail.
- Use routing slips to circulate memos, documents, periodicals and reports.
- Post non-urgent communications for general distribution on bulletin boards.
- Cull mailing lists to remove uninterested recipients and eliminate unwanted mail by notifying the sender.
- Proof read documents on the computer screen before printing.
- Eliminate unnecessary forms, reports and publications.



In the Snack Rooms and Cafeterias...

- Encourage employees to use china or reusable plates, cutlery, glasses and coffee mugs.
- Install cloth towel rolls or air driers in restrooms.

For Customers...

- Let people know about your source reduction programs.

Remember...

Source reduction is one part of an overall waste management program. Reuse, recycling, composting and buying recycled products and packaging should also be integrated into your program.



Just Recycling Paper....

- 40 percent of all US municipal solid waste consists of paper and paperboard products.
- Each ton of paper recycled saves 17 trees.
- Each ton of paper recycled saves three cubic yards of landfill space.
- Every ton of recycled paper requires 7,000 fewer gallons of water to manufacture than virgin paper.
- Every ton of recycled paper required 4,100 KWH less energy than virgin paper to produce.
- Making paper from recycled materials results in 74 percent less air pollution and 35 percent less water pollution than virgin paper.
- Recycling reduces landfill fees.
- Recycling generates jobs and revenue.

Don't forget...

Close the Loop... Buy Recycled!



More Questions...

Write or call us:

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Division of Solid & Hazardous Materials
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or email us at:

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and check out our web page at:

<http://www.dec.ny.gov/chemical/8801.html>

Send us your ideas and suggestions,
we would like to hear from you!



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New York State Department of
Environmental Conservation

Practical Source Reduction Tips for Business

