



New York State Department of Environmental Conservation
Division of Solid & Hazardous Materials
Bureau of Waste Reduction & Recycling

S.T.O.P.

Save That Office Paper



Recycling is just as important at work as it is at home. In communities with business and industry, commercial waste can significantly add to the amount of solid waste. You can help **STOP** some of that waste from going to landfills by recycling office paper through a Save That Office Paper (**STOP**) program.

How Does A STOP Program Work?

In most offices, employees separate recyclable paper at their desks and deposit the paper at a central location. Periodically, paper is collected from the central locations and transported to a market. **STOP** works well for all types and sizes of businesses.

If One Ton Of Paper Is Recycled

- ☺ 17 trees are saved
- ☺ 460 gallons of oil are conserved
- ☺ 8 cubic feet of landfill space are saved
- ☺ Air emissions are decreased by 95 percent



Starting Your STOP Program

- ✓ Designate a **STOP** Coordinator or committee for your office. A committee should be composed of upper, middle and lower managers, the building manager, employees and the custodial staff. Enlist the support of anyone who might be affected.
- ✓ The **STOP** coordinator or committee should be available to help solve problems that might arise and serve as a central source for information. They should also be the contact person for the recyclable markets.
- ✓ Look at your wastes. See what types of wastes your office is generating. This can be as simple as checking garbage cans or full fledged "dumpster diving".

✓ Locate a market that will take your paper. Check your local telephone directory under “recycling” or “waste paper” or check with local paper mills.

✓ Other sources of information on markets are your local recycling coordinator and Empire State Development. Check your telephone directory for your local recycling coordinator, if you can't find a telephone number call us at (518) 402-8704. Empire State Development can be reached at:

Empire State Development
Environmental Management Investment Group
30 South Pearl Street
Albany, NY 12245
(518) 292-5248

✓ Find out what types of paper your market will accept and how the paper must be prepared.

✓ Decide how the paper will be separated, collected and transported. In many offices, cardboard boxes or plastic containers are used for depositing recyclable paper. A container can be placed near each desk and/or a centrally located spot in each office. To avoid confusion with garbage cans, **STOP** boxes should be clearly labeled.

✓ Locate a space for safe temporary storage of the collected office paper. If there is no storage space, paper may have to be removed from the building each day. Check with your official code enforcement office.

✓ Determine who will collect your paper within the building. Choose a day for collection of paper from individual offices. This might be weekly, biweekly or monthly depending on what works best for your office. Find ways to minimize staff time for recycling.

✓ Set a date for collection to begin and plan for an employee information program. An informational staff meeting is a good way to introduce the **STOP** program. Be sure **STOP** information is included in briefings for new employees.

Use other employee informational tools as well:

✓ A kick-off memo (or email) from upper management supporting your program will go a long way. It shows they support and participate in your program. A memo from management in their paycheck is an effective way to be sure they each get one.



- ✓ A clever logo or a special design for **STOP** boxes will promote interest and participation. Have a contest for the best logo design to focus attention on the program.
- ✓ Handouts, posters, email and slide shows are good ways to remind employees to participate.
- ✓ Initiate your **STOP** program with as much fanfare as possible. Notification from upper management of the start-up date is important.
- ✓ Ask local media for coverage. Solutions to solid waste issues are hot news.

Monitoring Your STOP Program

- ✓ Keep track of the amount of paper you have recycled.
- ✓ Keep your business informed on the success of your program. You can use the numbers from *If One Ton Of Paper Is Recycled* to let everyone know how much they have saved by recycling.
- ✓ Remember to thank everyone for their cooperation in the **STOP** Program.

For more information and a copy of our detailed guide for a paper recycling program titled ***STOP Right There!***

contact:

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