



## Reduce Greenhouse Gas Emissions – *Waste, Recycling and Transport*

### TOWARDS ZERO WASTE

- Most office waste that is produced can be recycled. If the office has a yellow lidded bin you can recycle 1-7 plastics, all paper/cardboard waste, and metal cans. If there is no yellow lidded bin contact your local recycling services to organise one.
- Set up categorised recycling bins in your kitchen and label what can go in them with pictures.
- Under office desks have 1 bin for paper waste *only* and all other waste goes to the kitchen waste bin. Ask your office cleaners to not use plastic bag liners in bins unless the bin is for collecting dirty waste.
- Set the printer to print double sided. This can be done on individual computers and can be adjusted in the *printing properties* as required. You may also want to have 1 tray of the printer filled with used paper (i.e. has been used on one side already) for internal documents
- You can recycle electrical items, ink cartridges, batteries and mobile phones.  
Set up collection points for:
  - Electrical items, including e-waste, to be recycled at the local tip (never put electrical items into general waste as they can contain harmful chemicals that can contaminate water ways if not disposed of correctly).
  - Ink Cartridges to be recycled at Cartridge World or the local Australian Post Office.
  - Batteries to be recycled at Battery World.
  - Mobile phones to be recycled at Post Offices.
- Set up a Bokashi composting bin in the office and encourage staff to put all of their food waste into it.
- Start up a small herb/vegetable garden in planter boxes (or polystyrene boxes) and encourage staff to pick from it. Using old polystyrene boxes as planter boxes will not take up much space.
- Become a paperless office and always purchase Australian Forestry Certified (AFC) paper.
- Use recycled toilet paper in the bathroom, and washable hand towels instead of paper towels.



### REDUCE TRANSPORT EMISSIONS

- Calculate your workplace transport emissions and set a reduction target for reducing vehicle and air transport.
- If possible work from home to save on transport costs and emissions
- Increase phone and video conferencing where possible.
- If you live close to work ride a bike or walk. For longer trips take the bus.
- Register your workplace for the national *Ride2Work* day and encourage all staff to ride.
- Start up a car pool with other colleagues. This shares the cost of petrol and reduces petrol and parking problems.
- If your organisation has a fleet use bio-ethanol and bio-diesel blended fuel.



### WANT MORE INFORMATION?

Contact COOLmob on 8981 2532 or visit [www.coolmob.org](http://www.coolmob.org)