



Facts About...

Source Reduction

Source Reduction at the Office/Business

What is Source Reduction? Simply stated, Source Reduction is the elimination of waste before it is created. It involves the design, manufacture, purchase, or use of a material or products to reduce the amount of material that is discarded. Source Reduction can go a long way to reducing the costs associated with the transportation, disposal or recycling of waste. Best of all, practicing Source Reduction can **SAVE YOU MONEY!**

What Can Your Office / Business Do?

Save Paper and Save Money!!!

- ✓ Make double sided copies
- ✓ Circulate one copy of a memo rather than issuing one copy to every employee
- ✓ Post announcements on bulletin boards or email
- ✓ Use the back of old letterhead and memo paper stock for draft documents
- ✓ Use the telephone or email instead of the facsimile
- ✓ Reduce the number of copies at the copy machines
- ✓ List paper saving tips at each of the copy machines

Reduce and Reuse!!!

- ✓ Replace towel dispensers with hot air hand dryers
- ✓ Rent infrequently used tools and equipment
- ✓ Donate no longer needed furniture and equipment
- ✓ Use reusable table settings, glassware, cups and linens
- ✓ Use rechargeable batteries
- ✓ Shred waste paper for use as packing material

Smart Buying!!!

- ✓ Buy only what you need
- ✓ Buy retread tires for fleet autos
- ✓ Buy sturdy office supplies and equipment
- ✓ Request reduced packing from your suppliers
- ✓ Implement an inventory management system to control waste

*Please join other St. Mary's County businesses that are making efforts to eliminate waste before it is created!
For Additional Recycling Information Contact the St. Mary's County DPW&T at (301) 863-8400 or visit www.stmarysmd.com

Commissioners of St. Mary's County