

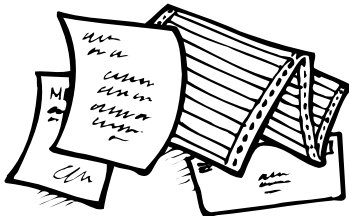
THREE EASY STEPS TO A "GREEN" OFFICE

STEP 1: Identify Your Target Materials

The following items should be included in your "Green Office" Management Plan. Your program should address these items at a minimum. There are likely many other materials which could be included, and we encourage you to investigate your options for those items as well.

Target Materials for Office Recycling:

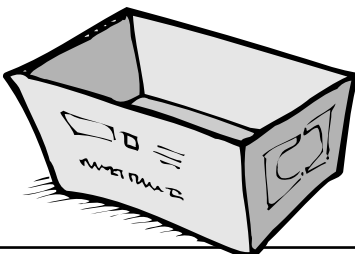
White Paper and Computer Paper



Mixed Office Paper (colored, glossy, etc.)



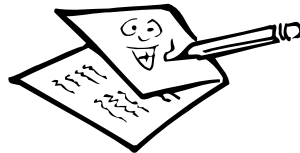
Cardboard



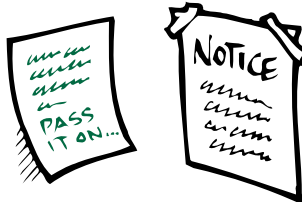
STEP 2: Consider Waste Reduction Alternatives

The best way to manage your waste is to not create it at all! Consider these ideas:

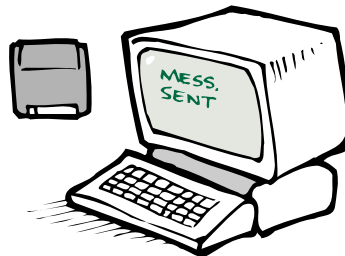
- Use BOTH sides of the paper when copying documents
- Use the back sides of draft copies for scratch paper



- Use routing slips rather than making multiple copies, or post in a central area



- Print only the number of copies needed
- Correspond though electronic mail if possible



- Store information on computer disks rather than on paper
- Use two-way envelopes to mail letters
- Re-use cardboard boxes

STEP 3: Establish a Recycling Program

Each business is unique and has different needs to fulfill in a recycling program. Consider which items on the target materials list you would like to recycle.

There are many options for starting a recycling program. A good place to start is to talk with the person who is currently handling your waste removal, and ask what type of recycling services are available. Look for haulers who are flexible and willing to work with you to design a recycling program based on **your** needs. There are some basic questions you should be sure to ask, including:

- What materials will they accept?
- What is the minimum amount they will accept?
- Will they provide recycling containers?
- How much will the service cost?
- Where will the recyclables be taken?
- Do they provide education materials such as training videos, pamphlets, etc.?
- Ask for references.

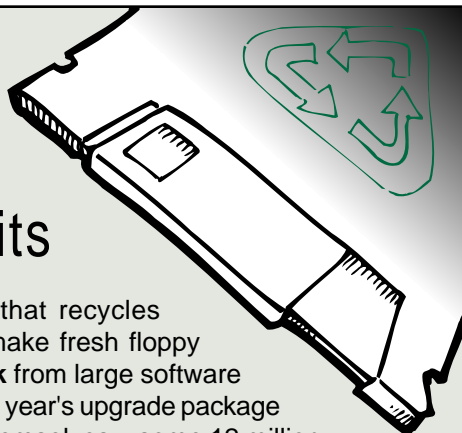
Companies who generate larger volumes of materials may find it preferable to work directly with a broker. Call DPW for an up-to-date listing of brokers in your area.

BUSINESS PROFILE:

GreenDisk turns floppies into profits

Kudos to **GreenDisk**, a company that recycles obsolete floppy computer disks to make fresh floppy disks. The disks come to **GreenDisk** from large software publishers who need to dispose of last year's upgrade package or unsold inventory. The diskettes themselves – some 12 million last year – adhere to the high quality standards of major software publishers.

GreenDisk claims that 98% of all materials received from publishers (including hefty reference manuals and slick packaging) is recycled. The diskettes are erased, relabeled with recycled paper labels, and resold under the brand name **GreenDisk**. Egghead Software, one local software supplier, sells the disk by catalog and vouches for their quality. To find out more, please contact **GreenDisk** at (206) 489-2550.



Redirected Directories

Does your office throw away a large quantity of telephone books once or twice a year? Telephone books are difficult to recycle primarily because the glue used to bind the books is difficult to recycle. However, haulers and processors throughout Washtenaw County already collect and recycle phone books annually. In 1994, over 100 tons of phone books were collected in Washtenaw County from the University of Michigan and 28 municipalities. For more information, call the DPW at (313) 994-2398.

Following is a listing of other materials generated in offices that can be recycled. There are several drop-off centers throughout the County where these items can be taken for recycling. Contact DPW at 994-2398 for information on the center located nearest you.

- Plastics #1 & #2
- Glass Bottles and Jars
- Newspapers
- Magazines
- Motor Oil
- Plastic Bags
- Laser Printer Cartridges

Recycling Recognition Program in the Works

- Does your business have strategies put in place to prevent waste?
- Is your business recycling its waste?
- Is your business buying products manufactured out of recycled materials?

If you answered "yes" to any of the questions above – let us know about it! We'd like to give your business the recognition it deserves. Washtenaw County is developing a recognition program for businesses that exhibit environmentally-friendly business practices. If your business qualifies, you will be eligible for FREE public recognition in an ad campaign in local newspapers, business publications, and consumer media. In addition, you'll receive a Certificate of Recognition and a decorative window decal to publicize your efforts to customers. Keep an eye out for program information in your local newspaper.

Need Assistance?

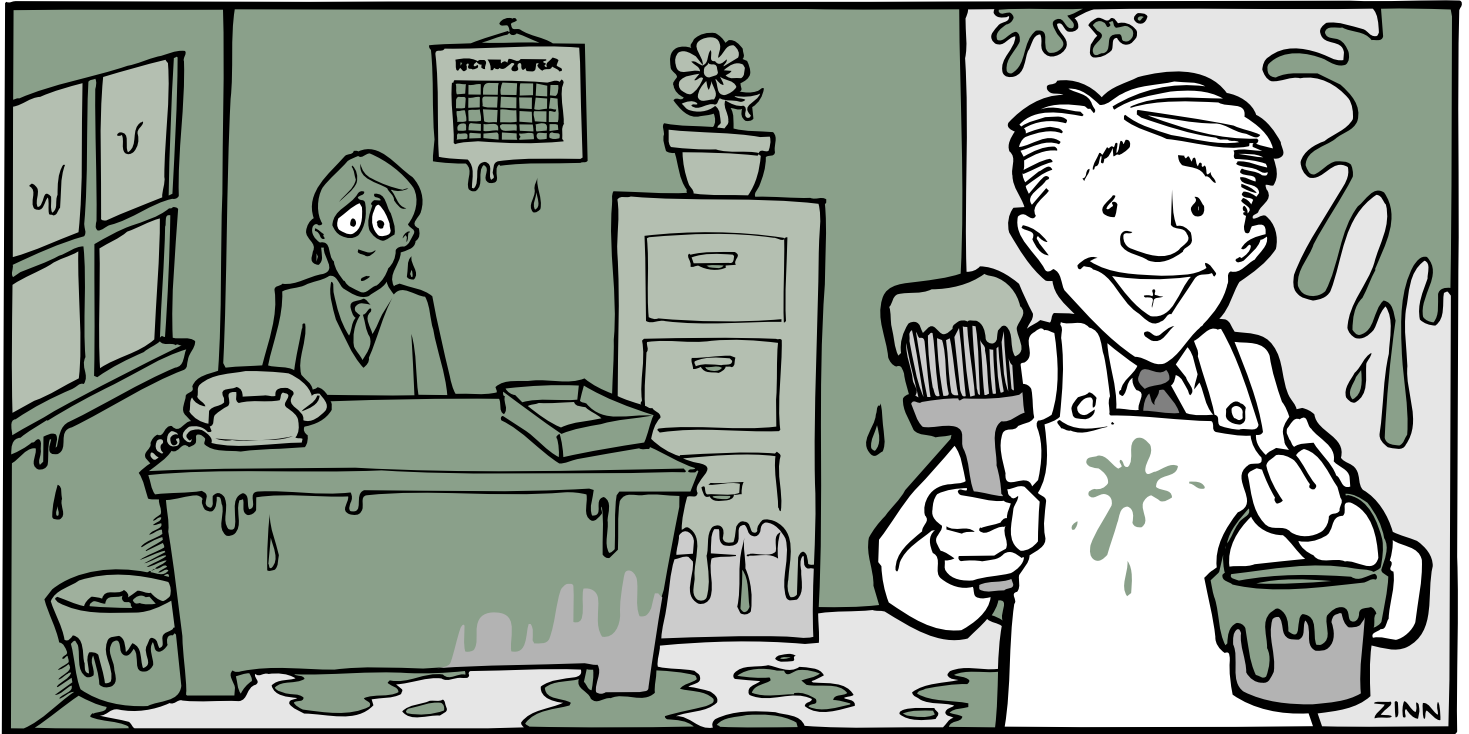
A network of knowledgeable solid waste managers has been assembled throughout the County and is available to advise you on how to start a program. Please contact the DPW at **994-2398** for the name of an expert in your area.

Recycling Haulers Servicing Washtenaw County

Action Disposal & Recycling	313-485-4666
Browning Ferris Industries, Inc. (BFI)	313-729-8200
Calvert's Roll-Off Container	313-994-5256
City Environmental Services, Inc.	313-292-0800
Daily Recycling of Michigan	313-654-9800
Dinverno, Inc.	313-892-3535
Laidlaw Waste Systems	313-292-5100
Mister Rubbish	800-971-7490
Recycle Ann Arbor	313-971-9676
Tiger Rose Trucking	810-437-9210

This listing represents a partial listing of haulers who have indicated an interest in servicing businesses in Washtenaw County. This listing should not be construed as an endorsement of any particular company or program. If your company would like to be added to the listing, please contact the DPW at 994-2398.

There's more than one way to have a green business...



...look inside for other options.



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