Union Research Labs

Corporate Plan for Waste Reduction—Draft Policy Outline

I. Goals

 —Increase recycling rate of paper products to 25%

 —Reduce use of paper products by 30%

 —Print only when necessary—use email for internal memos

 —Print on both sides of the page

 —Avoid printing presentation handouts; provide digitally via intranet or email

 —Reduce cafeteria food waste by 20%

 —Donate unused food via local food banks

 —Add composting capabilities

II. Monitor efforts

 —Designate an individual in each department to serve as waste reduction coordinator

 —Track waste-reduction efforts

III. Encourage participation

 —Put up signs in designated areas and send out reminders

 —Hold events to train employees

 —Recognize efforts of employees with awards

 —Add more recycling receptacles as needed

IV. Estimated savings: $200,000/year

 —Reduced dumpster and waste-hauling costs

 —Reduced paper-storage costs

 —Reduced paper-shredding costs

 —Reduced paper-purchasing costs

 —Reduced toner costs and printer-maintenance costs

 —Increased revenue from recycling purchasers

V. Estimated environmental benefits

 —Less energy used to produce new paper

 —Fewer trees cut down

 —Reduced use of gasoline for hauling waste and delivering new products

 —Reduced amount of solid-waste landfill space