

BUSINESSES, INSTITUTIONS, AND NON-PROFIT ORGANIZATIONS PUBLICATIONS ON HOW TO REDUCE, REUSE, AND RECYCLE...

If you're generating trash, you're throwing money down the drain. At the end, you're paying to have your trash hauled away; if you're hauling it yourself, you're still paying to dump it somewhere. At the beginning, you're paying for supplies, which end up being wasted because of inefficiencies in your processes and procedures. Whether you're dealing with paper in an office, steel or aluminum cans in a restaurant or bar, cardboard in a retail store, etc., here are a variety of publications that can help you reduce the amount of waste you generate, reuse materials that still have life left in them, and/or implement a recycling program.



...IN GENERAL



Missouri Department of Natural Resources. Waste Reduction Tips For Businesses. Online. 2003. Available: <http://www.dnr.mo.gov/oac/pub209.pdf> [18 February 2005].

Professional Recyclers of Pennsylvania. Steps for Waste Reduction/Recycling Program Planning and Implementation. Online. Available: <http://www.proprecycles.org/PDFs/factsheets/manufacturerefactsheet.pdf> [17 April 2006].



St. Louis-Jefferson Solid Waste Management District. Less Is More: A Guide To Reducing Waste And Improving Profits. Online. 1995. Available: <http://www.stlouisjeffersonswmd.org/images/LessIsMoreV.pdf> [18 February 2005].

- "The Less is More guidebook helps businesses examine the advantages of reducing and recycling trash to save money while helping the environment."

United States Environmental Protection Agency. Solid Waste and Emergency Response. WasteWi\$e Tip Sheet: Buying Or Manufacturing Recycled Products. Online. 1994. Available: <http://www.epa.gov/wastewise/pubs/buy.pdf> [18 February 2005].

United States Environmental Protection Agency. Solid Waste and Emergency Response. Business Guide for Reducing Solid Waste. Online. 1993. Available: <http://www.epa.gov/epaoswer/non-hw/muncpl/pubs/bus-guid/cover.pdf> [24 March 2006].

Wisconsin Department of Natural Resources. Waste Reduction and Recycling: A Guide for the Workplace. Online. 2001. Available: <http://www.dnr.state.wi.us/org/aw/wm/publications/recycle/Workplace.pdf> [17 April 2006].

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...IN MULTIFAMILY DWELLINGS

Note: Materials most commonly generated are cardboard, paper, bottles, and cans.

United States Environmental Protection Agency. Solid Waste and Emergency Response. Complex Recycling Issues: Strategies for Record-Setting Waste Reduction in Multi-Family Dwellings. Online. 1999. Available: <http://www.epa.gov/epaoswer/non-hw/reduce/f99022.pdf> [24 March 2006].

United States Environmental Protection Agency. Solid Waste and Emergency Response. Multifamily Recycling: A Golden Opportunity for Solid Waste Reduction. Online. 1999. Available: <http://www.epa.gov/epaoswer/non-hw/recycle/multi.pdf> [24 March 2006].

United States Environmental Protection Agency. Solid Waste and Emergency Response. Multifamily Recycling: A National Study. Online. 2001. Available: <http://www.epa.gov/epaoswer/non-hw/recycle/multifamily.pdf> [24 March 2006].

Wisconsin Department of Natural Resources. Waste Reduction and Recycling: A Guide for Owners of Apartments and Other Multi-Family Dwellings. Online. 2002. Available: http://www.dnr.state.wi.us/org/aw/wm/publications/recycle/PUB_CE-284-2002.pdf [17 April 2006].

...IN OFFICES

Note: Materials most commonly generated are paper, bottles, and cans.



National Office Paper Recycling Project. Office Paper Recycling Guide. Online. 1991. Available: <http://es.epa.gov/techinfo/facts/recypapr.html> [18 February 2005].

- "The National Office Paper Recycling Project is a joint effort by private companies and public interest groups to promote a national office paper recycling strategy. The goal of the project is to maximize the recycling of office waste paper and to minimize its disposal. This guide to office recycling is intended to provide information on the importance of buying recycled products and collecting recyclable office waste paper."

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...IN OFFICES (continued)

United States Environmental Protection Agency. Solid Waste and Emergency Response. It's Easy Being Green! A Guide To Planning And Conducting Environmentally Aware Meetings And Events. Online. 1996. Available: <http://www.epa.gov/epaoswer/non-hw/reduce/grn-mtgs/gm-bklt.pdf> [18 February 2005].

- "EPA has prepared this guide to help meeting and event planners reduce the amount of municipal solid waste generated by their meeting or event."

Xerox Corporation. Business Guide To Waste Reduction And Recycling. Online. 1998. Available: <http://www.getf.org/file/toolmanager/O16F7319.pdf> [18 February 2005].



...IN RESTAURANTS

Note: Materials most commonly generated are cans, bottles, and cardboard.

California Environmental Protection Agency - Integrated Waste Management Board. Restaurant Guide to Waste Reduction and Recycling. Online. 1992. Available: <http://www.ciwmb.ca.gov/Publications/BizWaste/44198016.pdf> [24 January 2006].

- "Developed for food service establishments, this guide presents a variety of suggestions that restaurants can use to reduce the amount of garbage they throw away...a tool that we hope you will look at and use as food for thought on how your business can positively impact our environment and, potentially, your pocket book."

Metropolitan Washington Council of Governments Department of Environmental Programs. Recycling Guidebook for the Hospitality and Restaurant Industry. Online. 2000. Available: <http://www.mwcog.org/environment/recycling/hotel/mentor/guidebook1.pdf> [24 January 2006].

- "This guidebook provides the steps that restaurants and hotels can follow to implement a waste reduction and recycling program. It profiles ten business programs in the Washington metropolitan area that have successfully established these programs."

National Restaurant Association. How To Make Your Operation More Environmentally Friendly. Online. 2005. Available: <http://www.restaurant.org/business/howto/enviro.cfm> [18 February 2005].

- "Reducing food waste is perhaps the most obvious and largest area of your environmental efforts. You can save your establishment thousands of dollars..."

BUSINESSES, INSTITUTIONS, AND NON-PROFIT ORGANIZATIONS PUBLICATIONS ON HOW TO REDUCE, REUSE, AND RECYCLE...

...IN RESTAURANTS (continued)

United States Environmental Protection Agency. Solid Waste and Emergency Response. Don't Throw Away That Food: Strategies For Record-Setting Waste Reduction. Online. 1998. Available: <http://www.epa.gov/epaoswer/non-hw/reduce/food/foodmain.pdf> [18 February 2005].

- "This fact sheet is oriented toward commercial and institutional food discard generators, and highlights record-setting food recovery programs."

Wisconsin Department of Natural Resources. Recycling and Waste Reduction in the Restaurant Industry. Online. 2001. Available: <http://www.dnr.state.wi.us/org/aw/wm/publications/recycle/PUBL-CE-282-2001.pdf> [17 April 2006].



...IN RETAIL

Note: Materials most commonly generated are cardboard and paper.

Business For Social Responsibility. Benchmark Report: Retail Recycling Project. Online. 2002. Available: http://www.bsr.org/CSRResources/Environment/Recycling_Benchmark.pdf [17 April 2006].

California Integrated Waste Management Board. Waste Reduction at Retail Stores. Online. Available: <http://www.ciwmb.ca.gov/BizWaste/FactSheets/Retail.htm> [17 April 2006].

Minnesota Office of Environmental Assistance. Retail Hardware: Best Management Practices for Waste Management. Online. July 1998. Available: <http://www.moea.state.mn.us/berc/hardware.pdf> [17 April 2006].

United States Environmental Protection Agency. America's Marketplace Recycles: A Guide to Waste Reduction at Shopping Centers. Online. 2004. Available: <http://www.epa.gov/epaoswer/osw/consERVE/amrguide/amrguide.pdf> [12 December 2005].

Wisconsin Be SMART Coalition. Retail/Warehouse: Food Retail Outlets. Online. Available: <http://www.besmart.org/hazwaste/business/warehouse/food/index.html> [17 April 2006].