



Trash in the workplace

Monitoring waste in an office, company or institution

Company name:

Location:

Company size:

Aim: Eliminating / reducing company waste

Action: Divide the investigation into 3 main rooms and interaction in the community:

- the office rooms, kitchens, toilets and in the community (coffee shops etc) - act on waste reduction. Tick the checklists below as you take action in your company.

In-house waste investigation



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In the office spaces (tick the actions you take):

- use recycled paper for printing and encourage printing on both sides of the paper sheet, even put a sign about it because it's easy to forget about this option and it has to be set manually on the printer usually.

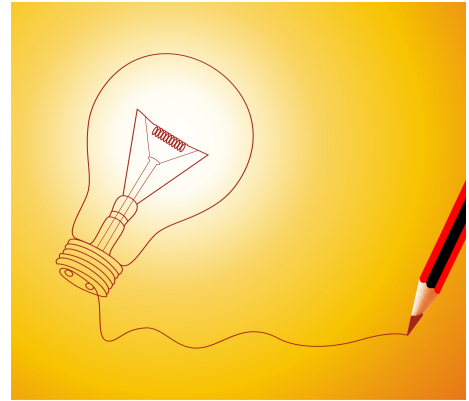
- use LED light bulbs, you can use a single one for 11 years which saves you money and once it's done, you can recycle it completely.

- upcycle and repurpose - avoid ordering plastic pen containers - use an old porcelain mug or a glass jar instead

- enable saving mode on all devices

- use natural light when possible

- encourage colleagues to bring their own metal bottles rather than using plastic cups everytime one needs a glass of water, these are some very affordable metal bottles:



<http://greenrevolucia.com/product/stainless-steel-bottle-700-ml/?lang=en¤cy=BGN>

- purchase office supplies such as paper clips, pens, pencils, scissors, etc. in bulk and package-free, get in touch with your supplier and ask for package-free options

- use paper tape instead of a plastic one

- if you need to ship something fragile, you can use cloth fabric or shredded paper instead of bubble wrap

- encourage colleagues to take digital notes on their tablets/laptops/smartphones rather than writing in notebooks or on pieces of paper; digital notes cannot be lost and do not require any additional purchases unlike notebooks/sticky notes

- get online invoices rather than paper ones

Others (add any other ideas you have):

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Trash in the workplace

In the kitchen areas (tick the actions you take):

- get sugar and dry coffee creamer in bulk and put them in containers, don't use the single small packages

- get a zero-waste coffee machine like the one on the picture shown here, basically a machine that doesn't require capsules and get your coffee in bulk, in Bulgaria I've found the best option to be in metal containers which you can repurpose afterwards



- stop purchasing mineral water in plastic bottles, you can get several water filter jugs like this one:

<http://greenrevolucia.com/product/special-offer-a-start-brita-marella/?lang=en>

- use loose leaf tea instead of tea bags, you can get a tea filter jug

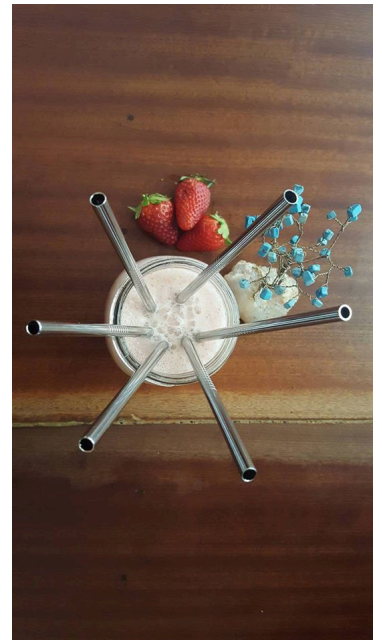


- ban plastic cutlery and restock with metal spoons, knives, forks and straws.

Straws are very useful for colleagues with toddlers visiting as toddlers cannot drink directly from a bottle/cup and usually use straws, reusable straws also prevent the teeth from tea/coffee stains, you can learn more about them from here:

<http://greenrevolucia.com/product/stainless-steel-straw/?lang=en>

- encourage colleagues to avoid takeaways or if they absolutely need them- to bring their own containers and cutlery with them. Edible cutlery is now also possible.





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- encourage colleagues to use tea/coffee thermos flasks for takeaway tea/coffee, they retain the temperature of the drink which is very useful in both winter and summer, here is an affordable version:

<http://greenrevolucia.com/product/thermos-flask/?lang=en>



- you can use a soap bar for handwashing instead of liquid soap in a plastic bottle, QQ Natural offer package-free soap bars but please use them within a week after they've been ordered otherwise the aroma starts fading away when they're package-free, here is my favourite one:



<http://greenrevolucia.com/product/eucalyptus-mint-soap-bar/?lang=en>

- also, instead of dish-washing liquid in a plastic bottle, try finding it in glass or as a soap bar you can check out this one by QQ Natural, available in glass for the small size:

<http://greenrevolucia.com/product/universal-natural/?lang=en>



and in a repurposed borax container for the large size:

<http://greenrevolucia.com/product/universal-natural-large/?lang=en>



- if you need to wrap something (a sandwich, fruit, cheese, vegetables), you can use this reusable bee's wrap, made of beeswax, organic jojoba oil, tree resin and organic cotton:



<http://greenrevolucia.com/product/bees-wrap-for-sandwiches/?lang=en>

- use cloth napkins instead of paper ones, like in exquisite restaurants

Others (add any other ideas you have):

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Toilets / Bathrooms (tick the actions you take):

- go for soap bars instead of liquid soap in plastic bottles
- toilet paper- choose brown one, one that hasn't been bleached, this way you'll get toilet paper produced without chemicals and in a more sustainable way, Belana, the Bulgarian brand also sell recycled toilet paper, try getting in touch with them if they can deliver package-free or in paper packaging

And two more non-room related (tick the actions you take):

- place recycling containers in many accessible office locations, this will encourage people to recycle their office waste paper, sticky notes, anything
- encourage sustainable modes of transportation- like cycling or using the public transportation which are both much cheaper (cycling is basically free) and easier than looking for parking spaces in Sofia, you can also encourage shared transportation method which is basically encouraging colleagues who live nearby to share one car for commuting to work, this way they can share the expenses and be on time for work :)

In the wider community (tick the actions you take):

- encourage and develop an in-house policy on food and drink in the local community. For example, invest in reusable coffee cups (cutlery, food containers) and encourage staff to use them for any working-hours takeaway they routinely buy.
- contact neighbouring companies to encourage similar policies in other companies, share this check-list.
- invite neighbouring companies to shared events, such as a screening of 'Trashed' to encourage discussion on waste in the community. Tell us your stories! trashedworld@gmail.com

Others (add any other ideas you have):

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