

## Reduce

Reducing the amount of waste produced is by far the most efficient way of conserving resources and protecting the environment. There are many ways to reduce your waste—by using less of something, not using it at all, or even just using it differently. Preventing waste is always better than dealing with it, and it will save you money.



### Try these tips to reduce waste around the office:

- Set your photocopiers and printers to print on both sides by default
- Make computer files, not paper files when possible
- Opt out of junk mail
- Rent instead of buying equipment that is used only occasionally
- Buy company mugs; stop providing disposable cups
- Order merchandise with minimal packaging
- Implement electronic billing



**Need Assistance?**  
Recycling Hotline: 604-732-9253 or [hotline@rcbc.bc.ca](mailto:hotline@rcbc.bc.ca)  
Metro Vancouver Sustainable Business Services: 604-451-6575 or  
[business\\_services@metrovancover.org](mailto:business_services@metrovancover.org)

