

**There are many benefits
when we reuse.
Some of these benefits are:**



Reuse plays an important role in programs to divert waste from landfills. Reusing materials saves money, energy, & natural resources.

Things that HSW employees can do:

- Collect scrap paper (e.g., "photocopier mistakes", superseded drafts, obsolete file copies, etc.) & use the clean sides for draft printouts, internal correspondence & fax transmission sheets.
- Use scrap paper for notes & messages, and encourage others to do the same.
- Use waste paper wherever possible instead of self-adhesive (sticky) notes.
- Reuse cardboard boxes.
- Reuse envelopes & file folders.
- Reorganize office supply cupboards to provide a location for used "old, but still good" office supplies. (e.g., old binders, file folders, paper clips, pens, pencils, and rubber bands)
- Use refillable mugs instead of disposable cups.
- Use cloth bags or reuse bags for grocery shopping.
- Use washable cloth towels instead of paper towels to cut down on waste.
- You support the environment & community by donating to second-hand clothing & antique stores.
- Consider buying rechargeable batteries so that they can be used over & over again.
- Use durable lunch bags or boxes instead of brown paper bags.