

A Quick Guide To Recycling At Work

(NAPSA)—Americans have been recycling paper for more than 300 years. In 2005, a recordhigh 51.5 percent (51.3 million tons) of the paper consumed in the U.S. was recovered for recycling. While this is an impressive number, we can do more. The U.S. paper industry has set a recovery goal of 55 percent by 2012.

Recycling is important, because the paper that you put in your recycling bin at work and at home can come back as new products including newspapers, cereal boxes, and grocery sacks. In workplaces, homes, and schools across America, less than half of the printing/writing papers used are currently being recycled. You can help improve these statistics by setting up a recycling program at your office. Here are some tips from the recycling experts at the American Forest & Paper Association:

- 1. Research and learn what types of paper can be recovered for recycling. Your recycling company can provide details. If your building does not currently have a recycling program, consider starting one or explore local drop-off options.
- 2. Design a program. First, talk to management about creating or improving an office recycling program. Come prepared with cost information, environmental benefits, and how you may positively affect community relations. Once you get the go-ahead, organize collection procedures. For a detailed list of issues to consider, visit www.paperrecycles.org.



Recycling in the office is good corporate citizenship, and provides economic and environmental benefits to the community.

- 3. Create recycling teams, internal competitions, and incentive programs to engage employees and co-workers in the process.
- 4. Measure and share results to show the merits of recycling and motivate employees or co-workers. Success brings momentum, and helps grow the program.
- 5. Keep it up. Education is an ongoing activity. Keep it short, positive, and engaging. Get input and set achievable goals. Include everyone and have fun.

Visit www.paperrecycles.org for background information on paper recycling; recycling guides for the workplace, community and school; interactive features; customizable office recycling posters; paper recovery statistics; and much more.