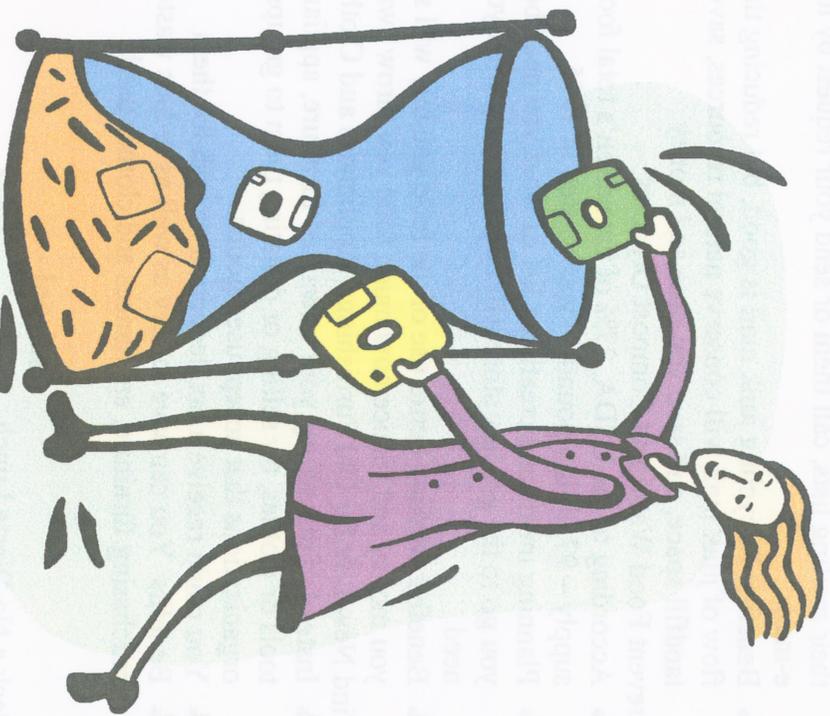


# REDUCING WASTE AT HOME, SCHOOL & WORK



RECYCLING CENTER  
209 NORTH TUSTEN STREET  
ELBERTON, GA 30635  
(706) 213 - 3180

Provided by the City Of Elberton.  
Help keep our community clean.

## Home

### Reduce Excess Paper at Home

- ✦ The average household receives more than 500 pieces of advertising mail each year.
- ✦ If you just want to stop certain catalogs, you can contact individual mailers and ask them to remove your name from their mailing lists, call them or send your request by mail or e-mail.
- ✦ Benefits: Recycling junk mail is good, but reducing the flow of junk mail will conserve natural resources, save landfill space, and save you time and money.
- ✦ Prevent Food Waste and Compost Organics
- ✦ According to the USDA, 27% of the nation's total food supply – 97 billion pounds – was wasted in 1995.
- ✦ Planning meals and creating a list of what you need before you go to the grocery store will help buy only what you need.
- ✦ Benefits: Making better use of the food you buy will save you money and reduce how much food you throw away.
- ✦ Find New Life for Old Furnishings, Appliances and Clothes
- ✦ Instead of discarding your unwanted furniture, appliances, tools or clothes, try selling or donating them to groups and organizations that accept used goods.
- ✦ You could receive a tax deduction or cash for them.
- ✦ Benefits: You can save money as well as reduce waste by purchasing furniture, appliances and clothes used.

## School

### Pack a No-Waste Lunch

- ✦ Use a reusable lunch box or bag and fill it with kid's lunch in reusable containers.
- ✦ Benefits: You create less waste by using washable containers to pack your lunch, and it is typically less expensive.
- ✦ Carry a Few Reusables
- ✦ Refillable pens and pencils, a durable backpack and a lunchbox are all great examples of products that can be used over and over again

## Workplace

### Reduce Your Use of Office Paper

- ✦ Copy paper, computer printers and plain-paper fax machines, is the most common type of office waste paper.
- ✦ The average office worker uses 10,000 sheets of copy paper each year.
- ✦ Office paper is highly recyclable but a lot gets wasted. Waste reduction is more cost-effective than recycling because it reduces the amount of material that needs to be collected, transported and processed.
- ✦ Benefits: Fewer sheets mailed may mean a reduced postage. By increasing double-sided copying, U.S. offices could reduce annual paper use by 20 percent.
- ✦ Tips for Reducing Paper Use
- ✦ Always try to use both sides of a sheet of paper for printing, copying, writing, and drawing.
- ✦ Reuse paper that's already printed on one side by manually feeding it into copiers and printers.
- ✦ Once – used paper can also be reused in plain paper fax machines since they only need one clean side.
- ✦ E-mail can be used to share document ideas. Be sure to only print the e-mails you need to have a hard copy of.
- ✦ Desktop fax, electronic references, electronic data storage, electronic purchasing and direct deposit are all ways to use electronic media that reduce office paper waste.
- ✦ Use reusable inter- and intra-office envelopes.
- ✦ Reuse old paper for notepads.

For additional information on recycling please visit [www.reduce.org](http://www.reduce.org) or call (706) 213-3180 for the Recycling Center.