

OFFICE OR FINANCIAL INSTITUTIONS



Introduction

Typical business offices generate about 1.5 pounds of waste paper per employee each day. Financial businesses generate more than two pounds per employee daily. Nearly half of typical office paper waste is high grade office paper. Eliminating office paper from the office and financial sectors' waste stream may reduce their waste bill by as much as 50%.

Resources

The Environmental Protection Agency

This page from the EPA details how to [start or expand a recycling program](#) in general terms for all commercial entities.

California Integrated Waste Management Board (CIWMB)

Put out by the [CIWMB](#), this website presents an outline of how waste-conscious businesses manage their offices.

Carbon Reduction Institute of Australia

This page is put together by the [Carbon Reduction Institute of Australia](#). Although it is not local, the process of starting a recycling program in an office or financial institution appears to be universal.

Fairfax County Virginia

This page from [Fairfax County Virginia](#) summarizes the steps to implementing a recycling program for an office.

Willistown Township of the Pennsylvania

[Willistown Township](#) put out this fact sheet. It combines instructions for starting a recycling program in office or financial institutions including looking at other areas besides paper such as food service.

Case Studies

Waste Wise

This case study put out by EPA's [Waste Wise](#) looks at Bank of America and the steps they took to close the recycling loop when carpeting a new office building. Bank of America also worked on a "Make it Second Nature" campaign to educate their employees about the need to purchase products with recycled content.

New York

The [City of New York](#) posted this brief case study discusses starting a recycling program in a multi-tenant office building