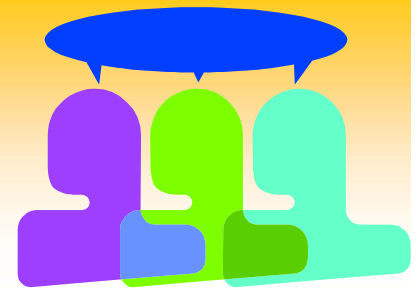


BRIGHT IDEAS



Waste Reduction

- Use a reusable container and stainless steel mug to bring lunch and coffee to the office instead of disposable products.
- Recycle label backing sheets if possible.
- If a large amount of milk is consumed in the office, purchase 2 litre recyclable plastic jugs instead of disposable single serve packets.
- Avoid plastic by using eco-friendly bags. Plastic production and disposal consumes massive amounts of energy.
- Save unneeded and used printer paper for scrap paper, or cut it into smaller pieces for personal notes instead of Post-Its.
- Arrange to receive your statements electronically. This saves paper, stamps, and reduces the energy used to produce and deliver mail.
- Ensure that recycling bins are clearly labelled and that employees are made aware of what can and can't be recycled.
- Try to coordinate office supply orders by creating an Excel spreadsheet. By saving the sheet on a common drive employees can enter their orders, thus reducing the emissions generated by additional deliveries.
- Reduce, Reuse and Recycle—encourage zero waste output in the workplace!



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FOR GENERATIONS