



Office Waste

The waste hierarchy is a nationally and internationally accepted guide for prioritising waste management practices. Following it can help improve environmental performance and your bottom line. The hierarchy is set out as follows:

- Most preferable – Avoid excess consumption and creating waste, for example, read on screen to avoid printing reports; avoid using disposable cups and cutlery.
- Reduce what you can't avoid, for example, print double-sided and in black and white whenever possible; only order what you need; store the smallest practical quantity onsite.
- Reuse as much as possible, for example, use crockery rather than disposable cups; use the back of one-sided printed material for note paper.
- Recycle materials that cannot be reused – refer below for examples - ensure materials are segregated for recycling (not mixed with non-recyclable materials) and contract a service provider for collection (visit www.businessrecycling.com.au to find service providers).
- Least preferable – Dispose of materials that cannot be reused or recycled by contracting a waste collection service.

There are a number of waste streams in offices that you can avoid, reduce, reuse or recycle including:

PAPER AND CARDBOARD

In many offices, paper and cardboard makes up to 70% of the waste. Organise a separate paper and cardboard recycling bin for collection. To make recycling more convenient, place paper recycling bins or boxes at desks or other places close to where paper and cardboard waste occurs.

Identify ways paper consumption can be avoided or reduced in your office, such as cutting down on printing, printing double-sided, reusing folders, and reading newspapers and emails on screen.

BATTERIES

Using rechargeable batteries is great for waste avoidance and reduction, but if you need disposable batteries in the office, set up a disposal point (small container) to collect dead batteries, which can be taken to your nearest Battery World store* for recycling.

MOBILE PHONES

Collect and recycle old mobile phones by using one of the free mobile phone recycling programs such as:

- MobileMuster (www.mobilemuster.com.au).
- Mazuma (www.mazumamobile.com.au).

PRINTER AND TONER CARTRIDGES

Printer cartridges can be recycled through free collection services, such as 'Cartridges 4 Planet Ark' (C4PA). You can register for a collection box through C4PA if you use more than 3 cartridges a month, or smaller amounts can be taken to Australia Post outlets for recycling.

Visit www.cartridges.planetark.org for details.

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LIGHT GLOBES

Banner Hardware, Mitre 10 and True Value stores accept small quantities of light bulbs for recycling. For larger quantities, you can arrange a recycling collection box through service providers such as:

- Lamp Recyclers (www.lamprecyclers.com.au).
- CMA Eco Cycle (www.cmaecocycle.net/lighting-electrical).

If you're recycling mercury-containing lamps (e.g. fluorescent tubes and/or compact fluorescent lamps (CFLs)) consider becoming a signatory to FluoroCycle – visit www.fluorocycle.org.au/index.php for details.

WASTE AND RECYCLING COLLECTIONS

If your waste is not collected through local council services, you will need to engage a service provider to remove waste from your premises. It's important to understand the type and quantity of waste your business has in order to set up an appropriate collection, particularly if you want a recycling service, as materials need to be segregated into recyclable groups.

Visit www.businessrecycling.com.au to search for service providers in your area.

You may want to request a written contract be established covering the terms of services, including collection timeframes (contract start and end dates; bin collection times), bin types, payment terms, and provision of staff training. Waste contract guidelines are available by contacting Green Industries SA: www.greenindustries.sa.gov.au/contact-us

FURTHER INFORMATION

The MTA is dedicated to assisting with all your environmental needs including which business may be able to assist you with your environmental requirements. If you have any queries, please contact the MTA on environmental@mta-sa.asn.au.

To further improve your business's environmental performance, the Green Stamp accreditation has been specifically developed for the automotive industry, for more information contact the WR team on 8291 2000.

* Bulk quantities may incur a cost



Green Industries SA

