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## Appendix

## F

## Source Reduction and Reuse Best Practices

Tables F-1 through F-3 present potential source reduction and reuse best practices for consumers, businesses, and manufacturers.

*Table F-1. Resident and Consumer Source Reduction and Reuse Actions*

| Action   | Effect   |
|--|--|
| <i>Reduce use.</i> Attempt to use materials less and more efficiently.   | Reduces materials entering waste stream.                 |
| <i>Practice eco-shopping or smart shopping.</i> Choose products that have less packaging and look for packaging that can be reused. Look for concentrates and powders, like juice mixes. Also, buy detergent refills or concentrates.              | Reduces packaging entering waste stream.                 |
| <i>Bring cloth bags when grocery shopping.</i>   | Reduces the use of plastic and paper bags.               |
| <i>Use cloth diapers.</i>  | Lowers amount of waste disposable diapers contribute.    |
| <i>Eliminate or minimize unnecessary mail.</i> Ask United States Postal Service (USPS) and bulk mailers to remove your address from their lists; add link and endorsement on the county website to a do-not-mail organization to reduce junk mail. | Reduces paper entering waste stream.                     |
| <i>Minimize the use of disposable cups, plates, etc.</i> Use washable plates, cups, and silverware at home. Bring regular silverware and plastic plates and cups on picnics; bring them home to wash.  | Reduces paper and plastic entering waste stream.         |
| <i>Use longer-lasting products like compact fluorescent light bulbs.</i>   | Increases efficiency and reduces costs in the long term. |

Table F-2. Business Source Reduction Actions

| Action  | Effect   |
|---|--|
| <b>Purchasing and procurement</b>   |  |
| <i>Buy in bulk and consider cooperative purchases with other businesses.</i>  | Reduces price and packaging wastes.  |
| <i>Think “minimum impact” when ordering equipment or designing processes. Buy rechargeable batteries, fluorescent or sodium lights, plain paper faxes, reusable bank deposit bags, solar power, bulk containers, permanent plantings for landscaping, and mulching lawn mowers.</i> | Reduces equipment contribution to waste stream.  |
| <i>Carefully calculate how much of a particular product is needed.</i>  | Reduces storage requirements and excess waste.   |
| <i>Buy durable and repairable products. Long warranties often imply durability.</i>   | Delays product entry into the waste stream.  |
| <i>Buy used equipment. Send usable discards to a reuse center.</i>  | Reduces equipment entering waste stream.   |
| <i>Select equipment with resource reduction features. Buy copiers and printers that produce double-sided copies and hand-crank (not electric) pencil sharpeners.</i>  | Double-sided copies reduce paper use, and hand-crank sharpeners reduce materials needed for energy production. |
| <i>Rent, lease, contract, or share equipment that is used infrequently or needs costly maintenance. Includes floor buffers, lawn mowers, and snow blowers.</i>  | Delays equipment contribution to waste stream.   |
| <i>Keep up with equipment maintenance and repair.</i>   | Extends equipment’s useful life and reduces wear on environment.   |
| <i>Calculate ownership cost before buying.</i>  | Durable goods may be more expensive initially, but pay off in long run.  |
| <i>Review bid specifications. Change bids and contracts to be sure that source reduction products are allowed and encouraged.</i>   | Encourages firms to reduce waste.  |
| <b>Office Environment</b>   |  |
| <i>Upgrade computers with new cards and chips for as long as possible.</i>  | Lowers cost; reduces final number of computers thrown away.  |
| <i>Develop a written source reduction policy and encourage business-wide reductions. Organize and integrate a protocol into organization culture—top management support is crucial to success in changing the habits and attitude of employees.</i>                                 | Institutionalizes source reduction.  |
| <i>Develop employee education programs on reducing waste. Ask employees for ideas on preventing waste; reward good ideas.</i>   | Disseminates source reduction thinking.  |
| <i>Install hand driers in bathrooms.</i>  | Reduces paper waste.   |
| <i>Use computers to reduce paper use. Send e-mails instead of letters, circulate one copy of memos and publications, and print double-sided copies.</i>   | Reduces paper waste.   |
| <i>Incorporate reductions into many aspects of the office environment. Use cloth towels, reusable air filters, refillable pens, erasable wall calendars, and refillable ink-jet print cartridges.</i>   | Reduces general office contribution to waste stream.   |
| <i>Consider the toxicity of office products when ordering. Use vegetable-based inks and unbleached paper, tack carpets instead of using volatile organic compound (VOC) adhesives, use lead-free paints, and do not use chemical degreasers for maintenance.</i>                    | Reduces harm to the environment.   |
| <i>Cut off junk mail. Add link and endorsement on the county website to a do-not-mail organization to reduce junk mail; ask USPS to stop junk mail.</i>   | Reduces paper entering waste stream.   |

Table F-3. Manufacturer Source Reduction Actions

| Action   | Effect  |
|--|---|
| <i>Increase the useful life of product through durability and reparability.</i>  | If products last longer, fewer need to be produced and thrown away. |
| <i>Provide outreach information.</i> Help publicize the issue of source reduction and what consumers, residents, businesses, and manufacturers can do.   | Increases awareness of source reduction.                            |
| <i>Form public-private partnerships.</i> Support source reduction in the community or provide needed services such as packaging reuse or waste exchange.   | Organizes and expands source reduction.                             |
| <i>Minimize packaging.</i> Avoid over-packaging.   | Reduces packaging entering waste stream.                            |
| <i>Use packaging to reduce damage or spoilage to the product.</i>  | Gives the product a longer life and reduces waste.                  |
| <i>Provide items in bulk.</i>  | Encourages shoppers to buy in bulk.                                 |
| <i>Make manufacturer/producer responsible for ultimate disposal of their products and packaging.</i> Take responsibility for products and packaging by providing collection and disposal services. | Encourages producers to design products and packaging differently.  |
| <i>Reduce material use in product manufacture.</i>   | Lowers costs.   |
| <i>Use cleaner technology in production.</i>   | Reduces pollution.  |
| <i>Reduce toxicity of products and packaging.</i>  | Lessens the detrimental environmental impacts of waste.             |