

Household

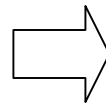
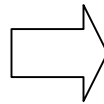
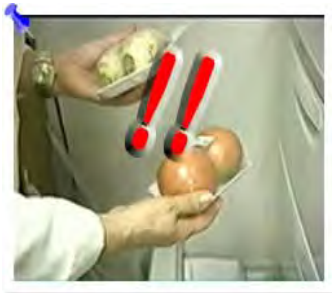
<SELECTIVE SHOPPING>

1. Reduce the amount of packaging you buy, reuse what you can, and recycle the rest.



Choose refillable hand soaps and shampoos, for example.

2. Choose products without or less packages.



Avoid individually wrapped portions (cheese slices, juice, etc.).

3. Choose products with a high recycled content, even if they cost a little more.




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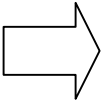




5. Buy in bulk. Sometimes you can take your own glass bottles or other containers to the store to be filled directly with bulk goods.





6. Choose rechargeable batteries and long-life bulbs.

Choose long-life, energy efficient light bulb.

Many sizes of rechargeable batteries are available today.

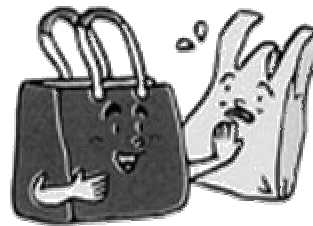
7. Buy recycled paper bathroom tissue, napkins and kitchen towels.



8. When purchasing just one or two items, tell the clerk, "I don't need a plastic bag, thanks."

Oath 4

**Bags ?
No Thank you!**



Use your own reusable canvas or string bags when shopping!

9. Take your own mug or thermos to the coffee shop. Some shops will offer a discounted price when you provide your own container.

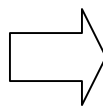


10. If you do opt for paper or plastic shopping bags, take them back to the store to be recycled.



<IN THE HOME>

1. Use resealable, reusable containers for lunch and leftovers.



Instead of using plastic film,

Use reusable containers

2. Use old toothbrushes and other brushes to clean bathroom tile, shoes, etc.

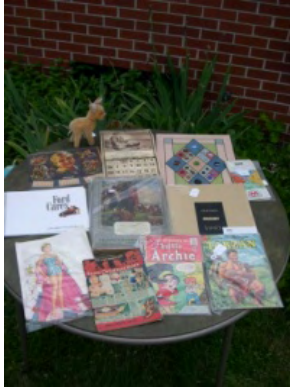


3. When moving, sell unwanted items at flea market instead of throwing them away.



<OTHER HOUSEHOLD TIPS>

- ⊗ 1. Sell or give old magazines and books to NGOs/CBOs, charities, schools, etc ⊗



- ⊗ 2. Reuse glass bottles to store nails, screws, craft supplies and other small items in the garage, workshop or sewing room. ⊗



Offices

<GENERAL TIPS>

1. Make it policy to purchase products with recycled material, which are durable, refillable, reusable or at least recyclable.



Buy office supplies that are made from recycled materials

2. Purchase second hand office furniture. Sell old office equipment to employees, or donate it to reuse centres or charitable organisations



3. Establish a reuse-it centre in the office where employees can pick-up unwanted binders, hole punches, stationary supplies, etc. for use at home.



4. Have special exchange days where employees bring in unwanted clothes, jewellery, books, etc. and swap.

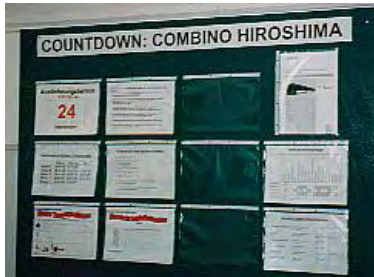


5. Eliminate personal waste bins to make disposal less convenient; instead, provide centralised containers for wastes and recyclables.



Provide recycling bins.

6. Centrally post or circulate memos, documents, reports, etc. as opposed to providing each person with an individual copy.



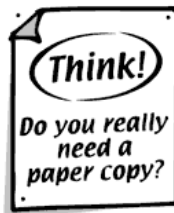
Use an electronic bulletin board for private memos, and make use of bulletin board for public announcement.

7. Use refillable toner cartridges, typewriter and computer printer ribbons.



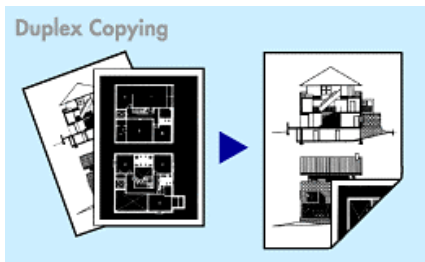
<PHOTOCOPIER AND FAX MACHINE>

1. Minimise the use of these machines. Do you need a copy? Do they?

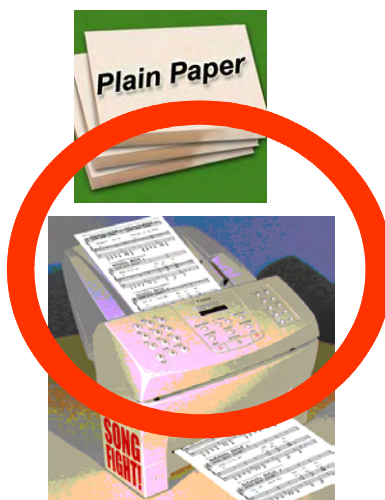


Make double-sided photocopies. If a single-sided machine is being used, reverse the pages and feed them through a second time.

Use the reduction feature on the copier to fit more on one page. (Copy paper is the same as money and tree.)



2. Purchase a "plain paper" facsimile machine to eliminate the need for non-recyclable thermal facsimile paper.



Use a facsimile stamp or reusable fax forms instead of a cover page to minimise paper waste. Use old paper (i.e. one side has been used) in the fax machine.

<AT THE OFFICE>

1. Use the blank side of used paper for memo pad, and then recycle it.



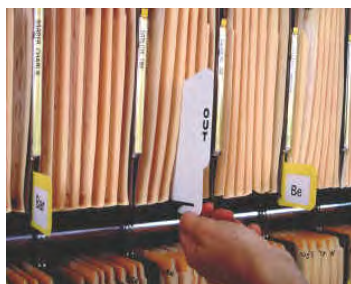
2. Reuse cardboard and paperboard boxes.



3. Use durable products, i.e., china mugs instead of disposable cups, refillables instead of throw-aways.



4. Reuse file folders and envelopes, etc.



Use reusable envelopes for interoffice mail; reuse envelopes with metal clasps.

3. Purchase stationery, memo pads, business cards, paper towels, toilet paper and facial tissue made from recycled paper.



Schools

<GENERAL TIPS>

1. **Get staff & students involved in your waste minimisation efforts. Keep them informed of the goals and objectives of your programme and set up a waste minimisation committee.**

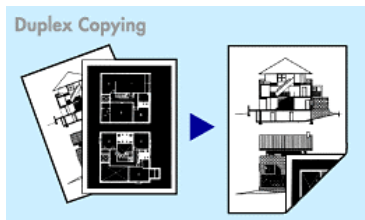


2. **Inform parents of your 3Rs programme and try to get them involved in your waste reduction efforts (i.e. ask parents to bring in egg cartons, old jewellery, toilet paper and other items to use for crafts. Although this will not reduce your waste, it will contribute to reduce the waste at home.**

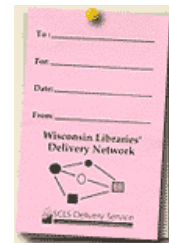


<OFFICES AND CLASSROOMS>

1. Use double-sided photocopies to reduce paper consumption.



2. Circulate memos via routing slips instead of sending out individual copies.



3. Use refillable pens and pencils.



4. Reuse old cardboard boxes for storage or for packaging outgoing materials.



5. Reuse file folders by reversing the folders or applying new labels.



6. Reuse envelopes for internal mailings.



7. Organise a waste exchange within the school or among several schools to enable students and staff to find new homes for unwanted books, clothing, jewellery, sports equipment, crafts made of reused items and other items.



8. Set up recycling bins for recyclables in offices and classrooms.



9. Set up recycling (or 3Rs) corner in classrooms to display hand-made crafts made of used items and to provide information on 3Rs.



10. Take advantage of "student power" (i.e. students in detention could spend the time repairing damaged furniture or sorting items for recycling).



Students also study through the experience.

Restaurants, Canteens & Bar

<RESTAURANTS>

1. Buy products in bulk to minimise the amount of packaging, however try to avoid waste through spoilage by purchasing only what you need.



2. Provide reusable utensils, and ceramic or china mugs, glasses, plates, and bowls. If this is not feasible, use disposable dishes that are made of recyclable material, and can be recycled.



Reusable

- ✓ Utensils
- ✓ Mugs
- ✓ Glass
- ✓ Plates
- ✓ Bowls



Recyclable

- ✓ Disposable dishes
- ✓ PET bottle
- ✓ Paper carton

3. Use cloth napkins if feasible. If you must use paper napkins only give them out when requested, and purchase ones made from 100% unbleached recycled paper fibres.



Paper napkins

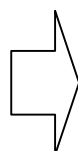


Cloth napkins

4. Place labelled recycling bins beside the garbage bins for beverage cans, glass containers, newspapers, organics, paper/plastic plates and utensils.



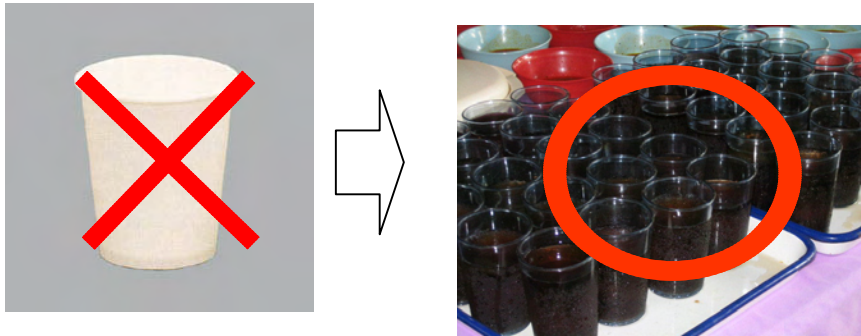
5. Minimise food leftover.



At the end of day, food should not be left like the photo left. Or, minimise the kitchen waste like photo above.

<CANTEENS>

6. Discourage the use of straws, paper napkins, and disposable stirring sticks. And only provide straws and stirring sticks if requested.



Good: Reusable Items (glass mugs, reusable plastic cups)

Not so good: Disposable Items (straw, paper napkin, plastic/paper cups, and stirring sticks.)

<BAR>

1. Dispense soft drinks and beer from bulk containers (e.g. beverage gun and "on tap beer" from kegs). If you must serve beverages and/or beer from bottles or cans, recycle them.



Use bulk containers, and recycle bottles and cans.

2. Use reusable coasters and ash trays.

