

— NO MATTER YOUR INDUSTRY, — MAKE RECYCLING YOUR BUSINESS



Collect batteries for recycling.



Optimize energy settings on your computer.



Create an area for recycling plastic bags.



Start using nondisposable glasses, dishes, and silverware in the kitchen and common areas.



Place recycling bins at each work station and near printers.



Keep things digital. Print less.



Avoid disposable coffee cups and glasses.

Help make every day Earth Day. Go to [RecycleOftenRecycleRight.com](https://www.RecycleOftenRecycleRight.com) to learn more helpful tips to green your office and the environment.