



# Solid Waste Management in the Home Office

## THE CHANGING WORKPLACE

The rapid growth of telework has prompted the federal community to reassess the traditional workplace. Indeed, a guiding principle of Workplace 2030 is that work can be done anywhere at any time. As more work is done within the home office, and more solid waste is therefore cycled through the home, we need to ensure our federal employees' can properly manage their work-related solid waste to reduce the environmental impacts of telework.

## Tips to Reduce Waste Through the Reduce, Reuse and Recycle method:

### 1 Reduce

- Avoid using printers, ink, and paper as much as possible; switch to electronic documents and files.
- Turn off and/or unplug lights during the day. This will save energy and keep your lights lasting longer.
- Reduce hazardous waste by buying batteries with low mercury content or using rechargeable batteries.
- Don't leave your phones, tablets, laptops, and headsets plugged in all day, cycle charging to off-peak hours and extend the life of the batteries.
- Learn more about waste reduction here: [www.waste360.com/waste-reduction/ten-ways-reduce-waste-office](http://www.waste360.com/waste-reduction/ten-ways-reduce-waste-office)

### 2 Reuse

- Extend the life of office electronics including computers, printers, phones, etc.
- Regular maintenance and turning off your office electronics when not working can greatly improve their life span.
- When possible, buy refurbished electronics.
- Have a yard sale to find homes for clothes, toys, appliances, and books that you no longer need.
- For indoor house cleaning, buy reusable mops, rags and sponges.

### 3 Recycle

- Recycle certain office items such as paper and ink cartridges (defer to your local recycling program).
- Learn to compost at home. Snacks, coffee, and lunches at home could be composted.
- Recycle unwanted old office electronics by taking them to stores like Best Buy.
- Find recycling locations and programs information on: <https://recyclenation.com/>  
<https://www.wm.com/>  
<https://search.earth911.com/>

## SOLID WASTE MANAGEMENT

Solid waste is accumulated more now within the home as federal employees spend more time working from their home offices. Electronics used for work in addition to other waste is cycled through the home much quicker now. Employees can manage waste by using the reduce, reuse and recycle method and best practices.

