

Rethinking your businesses waste footprint is all about:



**RETHINK
YOUR FOOTPRINT**
REDUCE WASTE, IMPROVE BUSINESS

1. Reducing the amount of waste you produce.
2. Reusing what you have, as opposed to having disposable items.
3. Recycling where you can.
4. Buying recycled content to close the loop and encourage greater recycling.

The Barwon South West Waste and Resource Recovery Group (BSWRRG) will contact you to help you analyse the survey data, assess the best ways of managing it and reduce costs where possible. The following checklist can help start you on your journey to better waste management.

Reduce the amount of waste you produce by...

- Undertaking a more detailed waste audit to identify waste streams.
- Identifying ways to avoid or improve the management of those waste streams, e.g. redesigning products or packaging. Industry specific fact sheets can be found [here](#).
- Say no to disposable straws and cutlery.
- Rethinking your printing (do you need it) and print double sided.

Reuse what you have by...





- Thinking of your waste as a resource that can be used as an input to another product.

Reuse what you have by...

- Repairing faulty machinery or equipment instead of replacing it
- Encouraging customers to bring their own shopping bags.
- Encouraging staff and customers if applicable to use reusable coffee cups and drink bottles.
- Refilling printer cartridges and other consumables.

Recycle what you can by...

Separating your waste into the right bins according to your collection arrangements. Signage is available from [Planet Arks Business Recycling page](#).

	Waste type and Signs	Types of waste	Location of bins
<input type="checkbox"/>		Food & Vegetable scraps, Paper towels and serviettes, Tea bags & coffee grounds	Organics recycling bins in tearooms and kitchen areas.
<input type="checkbox"/>		Non-recyclables Polystyrene Broken glass & crockery	General rubbish alongside recycling bins at central recycling stations to avoid contamination.
<input type="checkbox"/>		Bottles, Cans & Cartons, Plastics 1-7	Recycling bins in tearooms and kitchen areas.
<input type="checkbox"/>		Cardboard Paper – printed both sides	Paper recycling bins in printer and photocopier rooms. Combined paper and cardboard recycling bins near stationary rooms or facilities areas.

To assist with your recycling efforts, you can find further help via the following links:

- City of Greater Geelong's [Recycling Guide](#)
- [Small Scale Recycling Equipment Catalogue](#)
- [ASPIRE](#) is an online marketplace which intelligently matches your business with potential purchasers or recyclers of your waste by-products.

Buying recycled and closing the loop

To support better recycling, it is important we close the loop and encourage greater recycling. To find out more about closing the loop and encouraging a circular economy go to Planet Arks '[Why Buying Recycled Matters Guide](#)' for more information. Buy second hand and recycled content products when you can.



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