

<b>Quality of life each day of life</b>				
marymac missions				
sustainable business practices				
<b>No Haste. No Waste.</b>				
thoughtful waste management models				
<b>Sustainable Office</b>				
<i>Sustainable Office Summary/Goals</i>				
<i>Adopt a Sustainable Office Waste Management Plan that can be used throughout the year. Manage four waste types with thoughtfulness and ease. The model below serves as a starting point for sustainable office waste management planning. Create your own additional ways to reduce waste. Fun idea: Track waste creation by office area monthly/quarterly. At the end of each month/quarter, have a Sustainable Office prize/winner for the office area that creates the least amount of "Waste."</i>				
<b>Types of Waste</b>				
	<b>Re-Usables</b>	<b>Compostables</b>	<b>Recyclables</b>	<b>Waste</b>
	Printing/Copy paper- both sides now, Decorations, Table Covers, Signage, etc.	Desired Compostable Natural Waste (fruits & vegetables, coffee grinds, flowers)	Plastics (Bottles, Food & Office Products Packaging, etc.); Paper (Plates, Napkins, Cups, etc.); Glass; Metals	Waste that cannot be re-used, re-purposed, composted, or recycled (breads, baked goods, meat, fish, shellfish, eggs, dairy, snack food etc.)
Reduce, Re-use, Recycle Methods Available	Re-use items that are in good condition or repurpose items that still have a function/value.	Research local compost partners - i.e. Community Supported Agriculture (CSA) ( <a href="http://www.farmfresh.org/food/csa.php?zip=02215">http://www.farmfresh.org/food/csa.php?zip=02215</a> ).	Research local recycling partners -i.e. Recycling Event Pickup/Drop-off Options; Recycling Sites.	Research further ways to reduce waste that is currently considered "the trash" i.e. uneaten prepared food, if still consumable, might feed the hungry @ a local meal center.
<b>Sustainable Office Planning:</b>				
	Identify ahead of time the re-usables. Make a list. Identify and gather the re-usables prior to the event.	Identify ahead of time the expected compostables. Make a list. Network with local CSAs to manage desired natural waste from event site to local CSA compost area(s).	Identify ahead of time the expected recyclables. Make a list. Identify recycling process(es) for all recyclables.	Identify ahead of time the expected waste that will not be re-usable, compostable, or recyclable. Make a list.
<b>Sustainable Office Practice:</b>				
	Re-use decorations, table covers, signage, etc. where applicable.	At each event site, within a "Sustainable Event Waste Management Area" - "Compost," a visible, clearly labeled bin for desired natural waste. Post the list that was created in the planning stage (i.e. "Compostables: apples, oranges, bananas").	At each event site, within a "Sustainable Event Waste Management Area" - "Recycling," a visible, clearly labeled bin for all or segregated recycling. Post the list that was created in the planning stage (i.e. "Recyclables: bottles, cups, plates, napkins, packaging materials").	At each event site, within a "Sustainable Event Waste Management Area" - "Waste," a visible, clearly labeled bin for materials that cannot be re-used, composted or recycled- Post the list that was created in the planning stage (i.e. "Waste: uneaten or half eaten baked goods, doughnuts, chips").
<b>Sustainable Office Cleanup:</b>				
	Identify re-usables and store for the next event or allocate to another useful purpose.	Consolidate event "Compost" & Arrange pickup/drop-off with CSA partner or other composting resource.	Consolidate event "Recycling" & Arrange pickup/drop-off with recycling resources.	Consolidate event "Waste" & dispose of accordingly.