



# Tips for SOURCE REDUCTION PROGRAMS

The nearly 14,000 NCDOT employees can greatly reduce waste, save natural resources, and reduce cost by implementing and practicing these tips.



## Office Practices

How about this...

- Use voice mail and e-mail instead of paper flyers and memos. If you have to use a paper flyer or memo you can create one document and post it on centralize bulletin board.
- Proofread documents on the computer screen before printing.
- Store computer documents on CD's or diskettes instead of making paper copies.
- Use optical scanners and computers for file storage.
- Use fax /modems to fax and receive documents by computer
- Eliminate unnecessary forms, reports and publications.
- Telephone Books- Most telephone books offer the same type of information in white and yellow pages. Eliminate having multiple company telephone books in the office that cover the same geographically area. Example: If you work in Raleigh, N.C. ( Bell South, Sprint, The Talking Phone Book) choose just one telephone book for the office, not all three. Centralize your telephone books by a copier or printer for the entire office to use. Example: If you have 10 people in your office, instead of ordering telephone books for each person only order 2 sets to be place in a central place for all in the office to use. This practice would result in an 80% source reduction. Use electronic on line [www.com](http://www.com) sites. For example [www.bellsouth.com](http://www.bellsouth.com) (see [realpages.com](http://realpages.com)) then just book mark or add to your favorites.



## Copiers and Printers

Purchase copiers and printers with duplex capabilities. Duplex all documents whenever possible. Have your computer printers to default automatically to: duplex copy. This practice will save money in paper purchases and mailing cost.



## Junk Mail

*"Remember, only YOU can prevent Junk Mail."* How much does it cost NCDOT to sort through the unwanted mail, and then recycle or dispose of it? How much time does each individual employee waste handling this mail? Here are a couple of good sites that will help you eliminate junk mail:

- <http://dnr.metrokc.gov/swd/nwpc/bizjunkmail.htm>
- <http://www.ecologicalmail.org/>
- [http://www.p2pays.org/main/junk\\_mail\\_optout.asp](http://www.p2pays.org/main/junk_mail_optout.asp)
- <http://www.ecofuture.org/jnkmail.html>



## Lease/Rent/ or Share Equipment

Instead of buying new equipment look into the option of leasing/ renting/ or sharing equipment throughout NCDOT state wide.



## Purchasing

Try this...

- Incorporate language in procurement specifications for supplies and materials to ensure that the products bought are produced and packaged with source reduction in mind.
- Consider cooperative purchases with other Divisions or Departments to reduce price and packaging wastes.
- Buy supplies in bulk, larger sizes or in concentrated form.



## New Designs and Technologies

Redesigning buildings to be green, highways and bridges to reuse fewer raw materials in construction, or having a longer life. Incorporating new technologies that reduce waste in the building of highways and bridges.