



Encourage colleagues to join COA and take the [Plastic Pledge](#) this summer! Bring your plastic reducing habits into the workplace and create an eco-conscious atmosphere.

Office Meals

- **Pack Your Snacks** - Always remember to bring lunches and snacks in reusable containers.
- **Order In** - Ask delivery services to hold all plastic utensils, containers and bags.
- **Clean Dishes** - Provide reusable utensils, dishes and cups to eliminate single-use plastics.
- **Keurig Kups** - Utilize [biodegradable k-cups](#) or reusable k-cup filters instead of plastic pods for the morning brew.



Office Supplies

- **Plenty of Pens** - Staples offers pens made with recycled plastic or ones that are refillable.
 - **Be Sharp** - Invest in an office pencil sharpener and ditch pens made from plastic all together. Remember to purchase pencils made from sustainably grown trees.
 - **Recycled Products** - Make the switch to all 100% post-consumer recycled paper products.
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Office Janitorial

- **Trash Buster** - Use paper bags or 100% recycled plastic bags for trash. If your office uses a cleaning service do not let the service "over clean" your trash (ex. if your trash is not full there is no reason for it to be emptied and replaced with a new plastic bag).
- **New Service** - Recommend an eco-friendly cleaning service or trash composting.
- **Printer Options** - Remember to recycle toner cartridges. Staples offers a \$2 rewards credit for each recycled cartridge.

**COA Plastic-free Office Staff Tip: Tired of traditional calendars but can't remember to check your cell phone or e-mail calendars? Invest in a dry erase board and display it in a prominent*

place on your desk. This cuts down on paper waste and is reusable for years to come.

Recommended Office Supply Websites:

[TheGreenOffice](#)

[TheUltimateGreenStore](#)

[DolphinBlue](#)

Recommended Recycling Websites:

[Earth911](#) - Find out where you can recycle almost anything!

[IWantToBeRecycled](#) - Find out what happens to the items you recycle!



Go Plastics-Free and end your plastic habits today!

- 1) [Click here to sign our pledge](#)
- 2) Tell us how you're doing and share your ideas
- 3) Encourage others to take the pledge
- 4) Spread the word via Social Media

Ideas or comments about Tip Tuesday? Contact Lauren:
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