

US EPA ARCHIVE DOCUMENT

Function Areas

The following are key questions to ask when assessing specific function areas:

Function Area	Key Questions
Office	<p>Do you reduce paper use by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Double-sided copying <input type="checkbox"/> Double-sided printing <input type="checkbox"/> Using scrap paper for notes <input type="checkbox"/> E-mailing memos <input type="checkbox"/> Not printing drafts or printing them on scrap paper <input type="checkbox"/> Printing faxes on scrap paper <input type="checkbox"/> Printing letterhead or forms on demand <input type="checkbox"/> Offering a printer drawer for one-sided scrap paper <input type="checkbox"/> Using erasable boards/Power Point instead of flip charts <p>Do you reuse office supplies or maintain a supply swap?</p> <p>Do you recycle items?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office Paper <input type="checkbox"/> Mixed Paper <input type="checkbox"/> Corrugated Cardboard <input type="checkbox"/> Newspaper <input type="checkbox"/> Magazines <input type="checkbox"/> Toner Cartridges <input type="checkbox"/> Electronic Equipment <p>Do you donate any materials?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Computers <input type="checkbox"/> Furniture <input type="checkbox"/> Office Supplies
Custodial and Maintenance	<p>Does your cleaning staff use reusable rags and other cleaning items?</p> <p>Does your cleaning staff use bulk or concentrate cleaners?</p>
Purchasing	<p>Do you purchase recycled products?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Office supplies (folders, mailing envelopes, plastic trays) <input type="checkbox"/> Copy and printing paper <input type="checkbox"/> Letterhead, stationery, envelopes <input type="checkbox"/> Binders <p>Do you purchase reusable, durable products?</p> <p>Do you purchase items in bulk with less packaging?</p> <p>Do you purchase concentrates when possible (e.g., cleaning products)?</p>

<p>Food Service</p>	<p>Do you recycle?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aluminum Cans <input type="checkbox"/> Glass Bottles <input type="checkbox"/> Steel Cans <input type="checkbox"/> Plastic Bottles and Jugs <input type="checkbox"/> Corrugated Cardboard <input type="checkbox"/> Mixed Paper (paperboard packaging) <input type="checkbox"/> Plastic Bags and Film <p>Do you donate any leftover food – perishable or nonperishable?</p> <p>Does your food service area provide reusable serviceware?</p> <p>Do you encourage the use of reusable cups and mugs?</p> <p>Do you provide bulk condiments for in-store use such as sugar, creamer, ketchup, mustard?</p>
<p>Vehicle Maintenance</p>	<p>Are used tires retreaded or recycled?</p> <p>Are rags or other cleanup products reusable (e.g., absorbent pads, filters)?</p>
<p>Shipping</p>	<p>Do you use reusable shipping materials?</p> <p>Do you reuse incoming packaging materials for outgoing shipments?</p> <p>Do your customers return shipping materials to you for reuse?</p>
<p>Manufacturing</p>	<p>Do you reduce the amount of manufacturing scraps or byproducts?</p> <p>Do you reuse manufacturing scraps or byproducts?</p> <p>Do you manufacture recycled-content products?</p>