



**QUEEN'S
UNIVERSITY
BELFAST**

OFFICE WASTE REDUCTION TIPS

Ensure your department has a sufficient number of bins with the correct label - Plastic bottles, metal, paper and general waste.



Go paper light - start monitoring your departments paper usage and encourage staff/students to cut down on their printing.



Recycle batteries, books, cardboard and ink cartridges.



If you need furniture or have a surplus of it, consider using WARPit.



Reject single-use plastics.

