

The logo is a circular emblem with a gear-like outer border. Inside, there is a stylized figure of a person with arms raised, possibly representing a student or a person celebrating, set against a background of a globe or a similar circular pattern.

Software Educational Resources Ltd

Recycling

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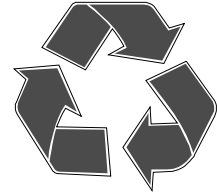
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Recycling



What is recycling?

Recycling is the processing of used and discarded materials into new products.

World paper consumption has reached startling levels.

Businesses in the United States, for example, go through enough paper each day to encircle the Earth 40 times.

Much of the paper we use is soon thrown away, adding to the demand for more paper and more landfill sites. One of the greenhouse gases, methane, is produced by rubbish, such as paper, rotting in landfills.

Trees, from which paper is made, are a vital part of our environment. Apart from providing food, fuel and raw materials, they absorb carbon dioxide (the gas responsible for about half the enhanced greenhouse effect which control the Earth's temperature). If wood products, such as paper, lasted longer and were recycled the role of wood in storing carbon dioxide would be considerably improved.

What objects can be recycled?

There are various products that can be recycled, eg

Paper - white photocopy paper, coloured photocopy paper, note paper, ledger paper, computer print outs, printer offcuts, manila folders

Cardboard

Newspaper

Telephone books

Shredded paper

Business Cards

Post-It note pads

Glass - bottles, window panes

Steel

Aluminium

Grass and yard clippings

Used motor oil

Food waste

Cans

Plastic Toner Cartridges

Batteries

Tyres



Recycling

Office

Most paper products used in an office can be recycled. Only waxed paper, food bags or wrap, paper cups or plates, carbon paper and plastic coated paper cannot be recycled. Check with your recycle service for a list of materials that cannot be accepted.

Bins for recycling, small or large, can be obtained from your local recycling service. Normally different bins are used for the different recycling materials - paper bin for all paper waste, cardboard bin for cardboard, etc.



There are many different ways you can recycle. Some of these are described below.

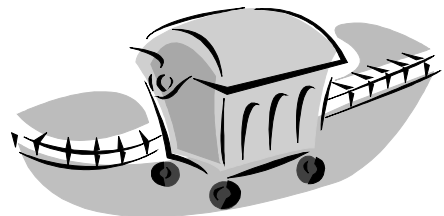
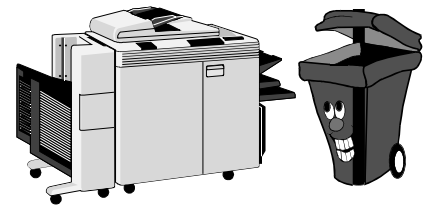
Step One - Desktop Tray

Have a recycling desktop tray on your desk. This allows you to collate paper that has only been used on one side. This can be used again as note paper or for printing drafts. Once the paper has been used on both sides it can then be placed in a recycle bin.



Step Two - Recycle Bin

Recycle bins are usually located next to photocopiers and printers. There are various sizes of recycling bins available - bins that can be positioned under a desk or trolley bins. Each bin will normally have a recycling logo or a sign indicating the type of recycling bin. There can be bins for different types of recycling products - remember to check that you are placing the correct product in the correct bin.



Each office will have its own procedure for recycling.

Home

A recycling service is usually available from your local governing body. Some areas have waste management and also recycling programs. When your normal rubbish is placed out for collection you can also place out your own recycling bin with plastic bottles, cans, glass bottles etc. Contact your local governing body for a list of items that can be recycled.

Exercise 1

Create your own recycle tray on your desk. Use the tray to keep all paper that has been used on one side only. If you run out of note paper or need to print a draft of a document use the paper from your recycling tray.

Exercise 2

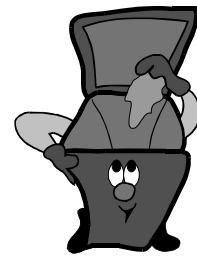
Write a small report outlining the procedures followed for paper recycling in your own work environment.

If there are no recycling procedures in place, write a report on recycling procedures that could be put into place.

How is paper recycled?

Step One

Paper is sorted into groups, eg newspapers, photocopy paper etc.



Step Two

Paper is gathered and pressed into blocks and taken to paper mills.



Step Three

At the paper mills the paper is mixed with water. Any paper clips, staples, etc are removed. If paper has been printed on, water and detergent is used to remove any ink. The paper is then passed through to a paper machine to be gathered and made into paper again.



Paper can only be recycled about 5-10 times because of the breakdown in paper.

Reducing Paper Wastage

Some handy hints for minimising paper wastage are described below:

- Read a document on screen, rather than printing a copy.
- Use the back of printed paper for notes and draft copies.
- Before photocopying documentation ensure you have set up the photocopier to copy correctly.
- Use a routing slip to send a document to different people in your office (each person reads the document, signs the routing slip, then passes it on to the next person).
- Where possible use email.
- If your office has a paper shredder use the shredded paper as packaging for goods.

