

challenge: **#ZeroWasteOffice**

level: **STARTER**



Zero Waste Solutions in the office may sound like a difficult path to take, but we will make it easier for you. To start with, we propose a set of tasks as part of the Zero Waste Office Challenge.

How to take part in the challenge? Choose the level at which you want to begin: starter, smarter or super and... go for it!

Task descriptions at the STARTER level can be found below.

To join the challenge and get supporting materials, just send an e-mail to: [wyzwanie@biurozerowaste.pl](mailto:wyzwanie@biurozerowaste.pl), entering the word: STARTER in the e-mail topic

**#ZeroWasteOffice**  
**#Interseroh**

# 1 KITCHEN



## WHY IS IT ZERO WASTE?

**REDUCE** – you limit the amount of packaging waste and resources used in the process of packaging production as well as packaging waste processing.

**REUSE** – you reuse your containers (e.g. jars).

**Eliminate single use and individually packed products.** Instead of single use bags with sugar – introduce a sugar-bowl, instead of milk in tiny containers – use ceramic milk jars. In order to stay in line with the zero waste approach, first use what you already have, remembering to place the used packaging in a recycling bin. Think creatively about what you really need, e.g.: instead of buying a new sugar-bowl, you can reuse the glass jars from jam ;)

# 2 BATHROOM



## WHY IS IT ZERO WASTE?

**REDUCE** – you limit the amount of resources needed in the process of producing toilet paper and bleaching recycled paper.

**Say goodbye to bleached toilet paper and swap it for the one made of recycled paper.** It may not be equally beautiful, but certainly is less harmful for the environment. Why not bleached? In order to avoid unnecessary use of chemicals required during whitening of recycled paper.

# 3 WORKPLACE



## WHY IS IT ZERO WASTE?

**REDUCE** – you limit the amount of consumed ink and paper, you save resources needed for their production as well as funds spent.

**Change the default print settings to print on both sides of paper and in the gray scale.** An imperceptible change in color saturation from 100% black to 80% black will minimize ink consumption.

# WASTE SORTING



## WHY IS IT ZERO WASTE?

**REDUCE** – you limit the use of foil and paper, you save on company shipments.

**REUSE** – you reuse once produced materials.

Set a place in the office where you will collect:

- Once used, but still good envelopes
- Foil and bubble foil from incoming shipments
- Cardboard boxes suitable for re-use
- Paper printed on one side

You can use them for your own outbound shipments and make notepads from pages covered with print on one side.

# 5 CONFERENCES / MEETINGS



## WHY IS IT ZERO WASTE?

**REFUSE** – you refuse to support a general trend of packing every snack.

**ROT** – you gain material for composting. Fruit skins, cores - this type the waste is great for composting.

**Go for a zero waste snack.** If your conference rooms are dominated by plastic bottles with water, candies packed individually and cookies bought in plastic trays and foil, it's time for a change. Prepare zero waste style refreshments.

To drink: tap water with a slice of lemon or mint leaves in a large jug and glasses.

To eat: fruits and baked goods bought by weight (sweet rolls, cakes). Your conference snack will not only be a joy for the bellies but also for the eyes!

## STARTER

# RETHINK!

Hectoliters of coffee are drunk by the office employees. One small change in coffee serving can significantly reduce the amount of waste that otherwise grow at an alarming rate. Instead of coffee capsules, install a coffee machine with a grinder. You will get a beautiful scent of freshly ground coffee, get rid of waste in the form of capsules, filters, etc., and the most involved employees can even buy coffee grains to their own containers. The only waste that will remain after your coffee are dregs - they are suitable for composting or a homemade body peeling.

### SUPPORT from Interseroh

If you need support in completing the #ZeroWasteOffice challenge - let us know. Based on our experience and knowledge, we carry out audits, trainings and workshops related to conducting sustainable business, environmental responsibilities of entrepreneurs and SDGs.

Catch us at [wyzwanie@biurozerowaste.pl](mailto:wyzwanie@biurozerowaste.pl)

