Zero Waste office checklist

- Bring a reusable cup to any ASU Starbucks location and receive a dollar off your drink.
- Buy from or donate appliances, electronics and furniture to ASU Surplus.
- **Go paperless:**
  - Scan old paperwork and use Adobe Sign for electronic signatures.
- **Invite us** to your next staff meeting to discuss methods and tips.
- Join ASU professional development groups:
  - Green Devil Ambassadors.
  - Staff Council Sustainability Committee.
- Join the Office Compost program.
- Pair recycling and landfill bins side-by-side and ensure they are properly labeled.
- **Place a Blue bag** in common areas to collect specialty items.
- Replace single-use items with reusables:
  - Coffee cups and pods.
  - Cutlery.
  - Dishes.
  - Tupperware.
  - Water bottles.
- **Request a Canon Print Assessment.**
- Sign up for secured document shredding and recycling.
- Use a reusable cup at a water bottle filling station, or fill up your reusable cup for 99¢ with coffee, tea or soda at the Pod Markets.

Learn more about how to get involved by earning sustainability recognition for your office.