

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.