



Quick reference guide

Reusable K-Cup[®] implementation



Personal and reusable K-Cups are a sustainable alternative to disposable K-Cups that help reduce operating costs and landfill waste.

Consider the following when implementing reusable K-Cups in your office kitchenettes and break areas:

Assessment and planning

- Evaluate your office's use of disposable K-Cups and its environmental impact.
- Identify stakeholders and form a team to lead the transition project.

Survey and stakeholder engagement

- Communicate the benefits of reusable K-Cups and address any concerns or questions.
- Conduct a survey and use the results to inform decision-making and build support.

Cost analysis and funding

- Compare costs between single-use and reusable K-Cups. Consider purchasing costs, ongoing maintenance and waste disposal.
- Explore funding options like grants or budget allocations to cover the initial investment and related equipment costs like coffee grinders.

Implementation and promotion

- Organize promotional events to raise awareness and create excitement about transitioning to reusable K-Cups.
- Provide employees with resources and training on using reusable K-Cups, grinding coffee beans and adequately disposing of coffee grounds.

Monitoring and feedback

- Monitor the transition process, including reusable K-Cup usage, waste reduction and employee satisfaction.
- Request employee feedback to assess the transition's effectiveness and address any issues or concerns.



Visit cfo.asu.edu/sustainable-purchasing for more information.