

## **Asheville Civic Center**

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### **Solid Waste Management, Reduction, Reuse, & Recycling**

Purchase products in reusable, returnable containers

Donate obsolete/unwanted equipment, electronics, furniture to charity

Purchase products such as condiments, cleaning supplies, and other products in bulk/concentrated form

Offer reusable products such as glass cups, cotton linens, and refillable condiment dispensers

Distribute condiments and napkins from behind the counter/on request

Give preference to products with high post-consumer recycled content

Ensure that printed materials are printed on paper with high recycled content (at least 35%) and print using soy-based ink

Use non-bleached paper napkins, towels, and coffee filters

Provide alternatives to individual plastic water bottles such as water pitchers/point of use water filters

Use rechargeable batteries

Provide cigarette disposal bins in smoking areas

Ensure proper disposal of hazardous materials

Use preventative maintenance on equipment to reduce risk of replacement

Provide and publicize recycling bins

Selecting printers/photocopiers able to print on both sides

Distributing information to guests/participants via email and avoiding hard copy

Avoid use of fax cover sheets

Distribute inter-office documents using routing slips, bulletin boards, or email distributions rather than printing copies for staff members

Streamlining operational systems that rely on paper or hard copies

Reuse envelopes for inter-office mail

Recycles the Following: Office mix, Plastic, Corrugated cardboard, Newspaper, Printer cartridges, Phone books