

## Home office



If you have a home office, you probably have items like paper, office supplies, or electronics to dispose of. You can often reduce or donate items from this area of your home, too.

### Reduce paper waste

Try to reduce the amount of paper you get in the mail, and don't print things like emails or driving directions if you can safely access them on a device. Practice paper reduction habits such as switching your printer default to double-sided printing, using single-sided pages again if you're only printing one page, and using scrap paper for notes instead of buying new pads of stationery.

#### Junk mail

To reduce junk mail, the first step is prevention. Be cautious with how often you share your contact information, and make a habit of reading privacy policies. Check online for services that will get you off of national mailing lists. You can also check the piece of mail for instructions on unsubscribing. For example, Yellow Pages has directions on how to opt out of receiving their phone book. For more in-depth steps on reducing your junk mail, see the Hold the Mail brochure at [hennepin.us/~media/form-downloads/environment/hold-the-mail-english-2015](http://hennepin.us/~media/form-downloads/environment/hold-the-mail-english-2015).

#### Bills

Instead of getting paper bills, switch to online statements and bill paying. Just remember to practice safe password habits. Create a strong, memorable password and change it regularly to keep your information secure. If you have trouble remembering passwords, you can use an app that stores them so you don't have a paper copy sitting around for someone to find.

#### Shredded paper

Think about the paper that you are shredding. Shredded paper is a nuisance at recycling sorting facilities because even bagged shredded paper can break open and fly off of sorting belts or contaminate other recycling streams. Only shred when it is absolutely necessary. Go paperless when possible, or cut out the confidential portion of a document and recycle the rest. For the paper you do want to shred, it's best to bring it to a community shredding event, take it to a business that will shred and destroy your documents (usually for a fee), put it in your backyard compost bin, or include it with your organics recycling. Paper shredded at an event or business is delivered directly to a paper recycler, avoiding the issues at recycling sorting facilities. The following businesses will shred and destroy your documents for a fee:

- FedEx
- Office Depot
- Shred Nations
- Staples

#### Office supplies and electronics

There are many options for office supplies and electronics. Recycle or refill used ink cartridges, and donate usable supplies to school programs or nonprofits. Try to reuse small items like paper clips, rubber bands, binder clips and portfolios. When your printer or computer dies or you buy a new one, recycle your old one at a retailer that accepts used electronics or at a drop-off facility. You can also often replace components with upgraded versions instead of replacing the whole thing. Volunteers at Fix-It Clinics may be able to help you fix or rebuild many different electronic gadgets.