

From 01/28/09 News & Alerts

Office paper facts

Did You Know...

- A typical business office generates about 1.5 pounds of wastepaper per employee per day.
- Financial businesses generate over 2 pounds per employee per day.
- Eliminating office paper from your waste stream can cut your waste bill by 50% or more.
- Commercial and residential paper waste accounts for over 40% of waste currently being sent to the landfill.
- Every recycled ton of paper saves approximately 17 trees.
- The average daily web user prints 28 pages daily.
- Paper manufacturing is the 3rd largest user of fossil fuels worldwide.
- It takes 75,000 trees to print the Sunday edition of the New York Times.
- Recycled paper requires 64% less energy than making paper from virgin wood pulp.
- The average American uses 749 pounds of paper - equal to a 100 ft. tree with an 18 inch trunk - each year.

It is estimated that paper consumption will rise by 50% by 2010 (from 1998 levels). **Do your part to help by reducing your use of office paper!**

From 01/21/09 News & Alerts

Paper Reduction Tips

On December 10, 2008, **Board of Commissioners' Chairman Sam Olens and County Manager David Hankerson** issued the **Paper Use Reduction Initiative** to all County departments.

Most office paper programs begin and end with recycling. While an important piece, **recycling is only a third of the waste reduction equation**. The real opportunity for cost savings lay in the reduction of paper waste and the reuse of that precious resource.

REDUCE

Many of the multi-purpose copier machines serving Cobb County offices can be set to print two-sided copies. When on average 8 of 10 sheets of paper coming out of our printers are for draft purposes, it becomes clear that we are using considerably more paper than required.

- Eliminate unnecessary reports and reduce report size.
- Eliminate unnecessary forms and redesign to use less paper.
- Don't use cover sheets on faxes.
- Make fewer copies.
- Share copies and don't make more copies than you need.
- Print or copy on both sides.
- Proof documents on screen and preview before printing.

- Set up computers to automatically print two-sided.
- Use light weight paper.
- Remove duplicate names and out-of-date entries from mailing lists.
- Take steps to reduce unsolicited mail.
- Design mailers which avoid the use of envelopes (fold and staple the paper).
- Use electronic mail and voice mail.
- Post announcements on bulletin boards or circulate copies.
- Circulate memos, documents, reports, and publications.
- Allow internal documents to be circulated with legible minor hand corrections rather than retyping drafts.

REUSE

Collecting scrap paper (e.g., "photocopier mistakes", drafts, obsolete file copies, etc.) and using the clean side for draft printouts, internal correspondence and fax transmission sheets can reduce waste significantly. Changing habits takes time and effort but in this case it can make a substantial difference.

- Collect paper that has been used on one side and reuse as draft paper in fax machines, for scratch pads and copies (in copiers with multiple trays, one tray can be stocked with draft paper).
- Buy only copiers and printers that will make two-sided copies reliably.
- Reuse envelopes by placing a label over the old address.
- Use reusable envelopes for interoffice mail.
- Use outdated letterhead for in-house memos.
- Reuse file folders.
- Shred newspapers and reuse for packaging.
- Investigate whether local libraries, schools, hospitals, nursing homes, etc. could use your old trade journals or magazines.

RECYCLE

Even with a concentrated effort to reduce and reuse paper, most offices will continue to produce paper waste.

- Estimate how much waste paper your office produces and arrange to have it picked up by your waste hauler or a recycler.
 - If your office is small, consider combining your recyclables with other small offices nearby.
 - Provide desktop recycling containers for employees.
 - Provide clearly labeled recycling bins near copiers, shipping and receiving areas, and in employee eating areas to collect white paper, mixed paper, newspaper, magazines, cardboard as well as nonpaper products (glass, aluminum, plastic, etc).
 - Don't buy paper that is a contaminant in recycling, e.g. thermal fax paper, glossy/plastic coatings, plastic windows, bright colors including goldenrod, laser printer inks, adhesive products.
 - Print directly on envelopes rather than using labels.
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Paper Use Reduction Initiative

On December 10, 2008, **Board of Commissioners' Chairman Sam Olens and County Manager David Hankerson** issued the **Paper Use Reduction Initiative** to all County departments.

Cobb County is striving to reduce unnecessary expenses and to work "smarter" if we are able to meet service demands with our current budgets. Every action taken, cumulatively, can make a significant difference.

Cobb County purchased **more than \$350,000 of copy paper last year!** In addition to helping reduce costs, steps taken to reduce paper consumption will be appreciated by the public and serve as a significant Green initiative.

Effective immediately, the Purchasing Department's Printing Center will do all print jobs double-sided. Exceptions must be initiated by the respective Elected Official of Department Manager.

We each take actions to direct and encourage our staff and co-workers to take steps to reduce paper consumption. Conservation programs focus on Reduction, Reuse and Recycling.

[Download the Paper Reduction Fact Sheet](#) (read and follow paper reduction tips)

Thanks for your help in making this initiative happen!

From 12/31/08 News & Alerts

Bring One for the Chipper Recycle your Christmas Tree

Keep Cobb Beautiful is inviting everyone to **"Bring One for the Chipper,"** and recycle your tree after the holidays. As a part of a statewide effort to reuse Christmas trees, Keep Cobb Beautiful is hosting more than 13 convenient sites where area residents can drop off their trees 9 a.m. to 4 p.m., Saturday, Jan. 3.

In addition to providing residents an easy and environmentally-conscious tree disposal solution, recycled trees are put to good use by making mulch used to beautify local schools, parks and more. Precious landfill space is also saved because the average Christmas tree weighs 20 pounds and fills almost as much landfill space as a washing machine. Keep Marietta Beautiful, Keep Smyrna Beautiful and other affiliates will also sponsor Christmas tree recycling. In appreciation of your recycling efforts, participants will receive a seedling while supplies last. Most sites will be manned by volunteer organizations from 9 a.m. until 4 p.m. No other items will be accepted at sites.

Cobb County Parks sites will accept trees from Dec. 26 until Jan. 3. All Home Depot sites, and the Cobb County Vegetative Waste location will accept trees ONLY on Saturday, Jan. 3. To find a site near you, or to volunteer at a site, visit kcb.cobbcountyga.gov. You may also call Keep Cobb Beautiful at 770-528-1135. Davey Trees and the Cobb Parks chipper locations will have free mulch available to county residents after Jan. 6.

Green Tips from Home Depot

The two links below are to Home Depots pretty impressive educational site and to the pdf explaining their free collection & disposal program for CFL bulbs.

<http://www6.homedepot.com/ecoptions/pdf/CFL-RecyclingProgramRevised.pdf>

<http://www6.homedepot.com/ecoptions/>

From 11/19/08 News & Alerts

Cobb Trees November Planting

Volunteers are invited to **Keep Cobb Beautiful's Cobb Trees Program** November tree planting that will take place in **Acworth , GA on Saturday, November 22, 2008** at **Cobb County Fire station 28**. The event will begin at 8:30am with check in and refreshments and planting will start promptly at 9:00am. A tree planting demonstration will be given to volunteers before they get started. Local businesses, community groups, Scout Troops and students are all urged to participate. Come out and help KCB plant trees at the new fire station. Make a difference in your community and join in the fun. Pre-registration is required to ensure adequate food, supplies and planting materials. Pre-register today to be part of this tree planting. Call 770-528-1135 or email keepcobbbeautiful@cobbcounty.org .

Cobb Trees November Tree Planting
Saturday, November 22, 2008
Cobb County Fire Station 28
3858 Kemp Ridge Rd. NW
Acworth , GA 30101
(across from new Walmart)

From 10/22/08 News & Alerts

Keep Cobb Beautiful Hosts Electronics Recycling Day

Jim R. Miller Park / Piedmont Church
Saturday, November 8, 2008
9am – 1pm



Clean out your garages, basements and closets! Bring your unwanted electronics to be recycled FREE of charge.

ITEMS ACCEPTED:

COMPUTER MONITORS, MICROWAVE OVENS, COMPUTER CPUs STEREOS, TOASTERS, LAPTOPS, COPIERS, PRINTERS, VIDEO MACHINES, ALARM CLOCKS, DISK DRIVES, VCRs, CAN OPENERS, FLOPPY DRIVES, CAMCORDERS, TELEPHONES, TEST&NETWORKING EQUIP., CAMERAS, CB RADIOS, MODEMS, MOUSE, RECORD PLAYERS, CD PLAYERS, CIRCUIT BOARDS, PORTABLE RADIOS, ELECTRICAL PANELS, TYPEWRITERS, UPS, BATTERY BACK-UP, CD ROMS, FAX MACHINES, CELL PHONES, CABLES, PROJECTORS, KEYBOARDS, 8-TRACKS (Reel to Reel Tape), SCANNERS

Absolutely NO TELEVISIONS Accepted.

For more information, go to <http://kcb.cobbcountyga.gov/E-RecycleEvent.htm> or call 770-528-1135.

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From 06/04/08 News & Alerts



Looking for a Carpooling Partner?

With the rising cost of gas and smog season upon us, now is great time to consider alternative transportation methods such as carpooling.

Looking for a carpooling partner who works for the county? You can **post your request** to find a carpool match and/or **view postings from other employees** who are looking for carpoolers.

Making contact and carpooling arrangements is entirely left up to the employees (the CobbWeb only provides the postings and cannot arrange for the matches).

Plus - The Clean Air Campaign offers rewards to commuters who use alternative transportation methods. Learn more by visiting their [Commuter Rewards](#) page.

From 03/19/08 News & Alerts

EARTH DAY EVENT: DOCUMENT SHREDDING DAY
SATURDAY, APRIL 19, 2008
9AM - NOON

In celebration of the Great American Cleanup: Green, the new Red, White & Blue and Earth Day, Keep Cobb Beautiful will partner with local Golden Kiwanis Clubs and offer a **Document Shredding Day for Cobb**. This is your opportunity to have household papers securely shredded at no cost to you. There will be four locations conveniently located through out Cobb County.

Thank you to Cobb Senior Services for offering their multipurpose Senior Centers for this project.

LOCATIONS

- West Cobb Senior Center 4915 Dallas Hwy Powder Springs, GA 30127
- East Cobb Senior Center 3332 Sandy Plains Rd Marietta , GA 30066
- North Cobb Senior Center 4100 Highway 293 Acworth, GA 30101
- Windy Hill Senior Center 1885 Roswell Street Smyrna , GA 30080

Each car will be limited to 100 pounds of documents to be shredded.