



Green

at Work

Waste Reduction Guide



The State of Waste Reduction

It's no secret – the world is facing immense environmental challenges. Humankind already has a greater global footprint than the planet's resources can sustain. While this creates a challenge for the future, it also offers great potential for innovating and achieving more with less now.

Because of this, many companies have either developed waste reduction goals or are exploring establishing them. It isn't an easy thing to do. Waste reduction requires creative and innovative ideas. We created this guide to help you on your journey.

Steps for Developing a Waste Reduction Initiative in Your Organization

At Henkel, we focus on delivering more value at a reduced footprint.

Our three focus areas in this endeavor are:



Energy & Climate



Materials & Waste



Water & Wastewater



WASTE REDUCTION TIP:

Many businesses report having improved employee and consumer engagement and even increased sales as a result of launching waste reduction initiatives. Measuring and reflecting on the positive impacts of waste reduction can help you maintain and promote organizational commitment.

Your focus areas will depend on your organization's goals, but if you're starting from scratch, there are some basic steps you should follow.

Step 1: Define what sustainability means to your organization

As you develop your own definition of sustainability, consider the expectations of your stakeholders as well as the needs of your business. Define why you're launching a waste reduction and sustainability initiative and align it with your mission as a company.



Step 2: Develop strategies with measurable goals

Any good strategy is aligned with goals. Make sure your goals are measurable so you can easily tell how you're doing. Frequently assess your efforts so you can improve. This will help you cut down on unnecessary waste and reduce costs.



Step 3: Look for ways to reduce waste or create more efficient processes

Once you've decided on a unified sustainability vision for your organization, it should make it easier to identify areas that you can improve. Make a list of anything that can be considered "waste." Don't be afraid to think outside of the box. To help get you started, we'll outline some areas we suggest reviewing.



LOCTITE

Consider waste from products your organization uses often. Henkel offers an adhesive packaging recycling program that makes recycling adhesive packaging simple.

Learn more:

(<http://na.henkel-adhesives.com/recycleLOCTITE>)



WHAT MAKES AN ITEM RECYCLABLE OR NON-RECYCLABLE?

Once you have a strategy in place, you should be sure your waste reduction initiative covers the basics.

Did you know that almost any item can be recycled? The reason many towns and municipalities classify items as recyclable and non-recyclable is purely based on economics. Items like paper, aluminum and plastics are recyclable because the cost of logistics and recycling is less than the value of the raw material.

More complex items like chip bags, single serve coffee capsules and empty adhesive packaging are made of a variety of materials. Because of this, the logistics, separation and processing required to recycle these items become more expensive than the value of the raw materials.



WASTE REDUCTION TIP:

Make sure you're aware of all materials that your company's local recycling resource accepts. You might be able to expand your internal waste reduction program just by understanding your options!

When:



When:



TAKING ADVANTAGE OF EXISTING PROGRAMS

Most municipalities and cities offer basic recycling solutions for items such as:



PLASTICS



Polyethylene Terephthalate



Low-Density Polyethylene



High Density Polyethylene



Polypropylene



ALUMINUM



GLASS



UNCOATED PAPER



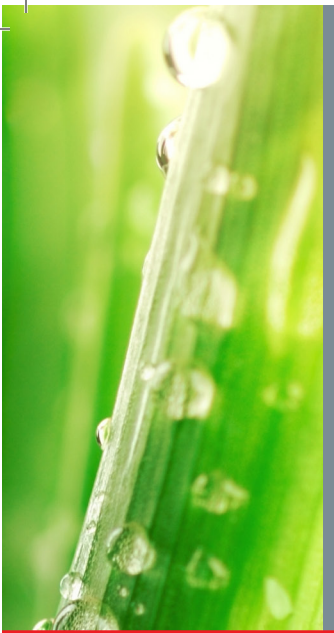
Waste Reduction Tip:

Work with your office or facilities manager to educate employees about your waste reduction efforts. You could launch an internal communications plan that includes office signage, an email to staff, a company-wide meeting, games, contests, etc.

Your company likely has systems already in place for reducing waste in these areas. However, additional recycling services and programs may also be available to you.

To get started, identify which materials are acceptable through your local municipality. You can find a list of these items by visiting the website for your town or local recycling company.

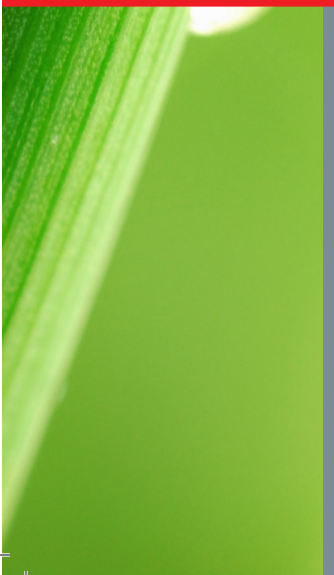




HENKEL HAS SMART PACKAGING

In order to minimize the volume of waste, our packaging developers work constantly to design smart packaging that uses the least amount of material possible, and incorporates materials that can be recycled in public recycling systems.

[LEARN MORE](#)

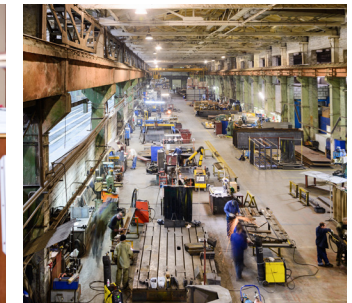


Next, you'll want to make sure that recycling is easy for employees. Place clearly labeled bins throughout your office area.

Common places include:

- Offices
- Conference rooms
- Break rooms
- Cafeteria
- Production Floor
- Reception
- Copy Room
- Shipping and Receiving

At **Henkel's** Rocky Hill, Connecticut office, the cafeteria is equipped with large bins with colorful signage to help employees reduce waste appropriately.





COMPOSTING

When you have the basics down, you might consider starting a composting program. This is a great way to reduce waste that can't be recycled through existing methods.

At Henkel, we've developed a comprehensive recycling program which collects all food waste throughout the dining area. The next phase will introduce composting bins throughout the entire office building.

Through Henkel's participation with Blue Earth Compost, we have diverted 20,617 lbs of food scraps from the incinerator. That's enough to offset the emissions from 589 gallons of gasoline - the equivalent of 11,545 pounds of carbon dioxide, what an impact!

Getting started might be as easy as seeing what your local public works office has available. Many towns and cities have partnerships with local farms or vendors who will accept your compost. To see if there are any available in your area, visit the public works website for your town or contact your municipal department.



Compost is defined as organic matter that decomposes and can be reused as fertilizer. There are a variety of items that are accepted through compost programs, including:

- **Food waste**
- **Uncoated pizza boxes**
- **Paper disposables (like cups and napkins)**
- **Plants, flowers, brush and grass clippings**



WASTE REDUCTION TIP:

Explore how a third party company like TerraCycle can help you reduce waste from traditionally non-recyclable sources. It could make a big impact on your overall program!



UNIVERSAL WASTE

The term “**universal waste**” was adopted by the US Department of Environmental Protection (EPA). Based on both federal and state laws, most items that fall under universal waste categories cannot be disposed of through your curbside trash or recycling services.

At Henkel, employees are encouraged to recycle their alkaline batteries using any of the strategically placed collection containers at the cafeteria entrances. Used lithium and NiCd batteries are also collected and properly disposed of by a universal waste company due to their hazardous nature.

Depending on your state, there could be some additions to this list. You can find specific state information on the [EPA website](#). These items must be specially treated through an EPA registered universal waste processing company.

Alternatively, there are several third party companies which provide universal waste recycling kits, including:

[Waste Management LampTracker®](#)
[Veolia North America](#)
[Sharps Compliance, Inc.](#)



Waste Reduction Tip:

Many municipalities offer hazardous waste events, where you can bring your universal waste to ensure it is disposed of or recycled properly. Check with your local municipality or public works department for more information.

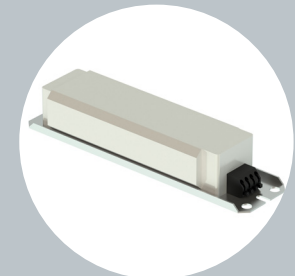
There are four types of federally-mandated universal waste:



Batteries (i.e. lithium ion)



Fluorescent bulbs



Ballasts



Pesticides

HOW TO REDUCE “UNRECYCLABLE” WASTE

Once you’ve explored all the waste reduction options available to you through existing local, composting and universal waste programs, what do you do with waste that is considered “unrecyclable?”

TerraCycle is a company that helps solve this problem. It’s the world leader in collecting and repurposing hard-to-recycle post-consumer waste ranging from used chip bags to coffee capsules to cigarette butts.

Each year, across 21 countries, TerraCycle collects, reuses, or recycles billions of pieces of waste into a variety of affordable, sustainable consumer products and industrial applications.

TerraCycle’s free recycling programs are funded by brands, manufacturers and retailers around the world to help you collect and recycle your hard-to-recycle waste.



TerraCycle offers a range of programs and recycling solutions for hundreds of items including:



Pens



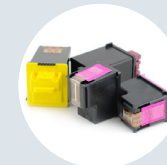
Binders



Snack wrappers



Personal protective equipment



Ink cartridges

HERE’S HOW IT WORKS:

1. VISIT

Visit [TerraCycle’s website](#) to browse the entire list of recycling programs.

2. CHOOSE

Choose the programs that fit your needs and [sign up](#) directly on the site. Once you’ve signed up, you can begin collecting your waste.

3. COLLECT

When you are ready to recycle your collected waste, [download free shipping labels](#) from your TerraCycle account.

4. RECYCLE

Send your waste to be recycled.

Can’t find a free recycling program to solve your waste reduction needs?

TerraCycle also has a [Zero Waste Program](#) that gives you the ability to recycle just about anything.



ADHESIVE PACKAGING

Sustainability is one of Henkel's core corporate values. By the year 2030, we aim to triple efficiency by reducing our products' environmental footprint at every stage of the product life cycle.

We're the first industrial adhesive manufacturer worldwide to offer a recycling solution for industrial adhesive packaging. You can purchase a LOCTITE recycling container that can be filled with LOCTITE adhesive packages and then sent to TerraCycle for processing.

The Adhesive Packaging Recycling Program provides you with a recycling solution for the following LOCTITE technologies:

- Anaerobic Packaging
- Light Cure Packaging
- Cyanoacrylate Packaging – coming soon
- Silicone and SMP Packaging – coming soon

Through this innovative partnership, you can now reduce the amount of waste that is sent to landfills and incinerators!



1. Order

Contact your LOCTITE Industrial Sales Representative or distributor to order a Zero Waste Box. Boxes for new technologies are always being added, so be sure to check back often.



2. Collect

When you receive your box, place it in a designated area and begin collecting. Be sure to only include capped bottles and tubes.

Tip: We recommend placing your box in the same area where the adhesives are applied or discarded.



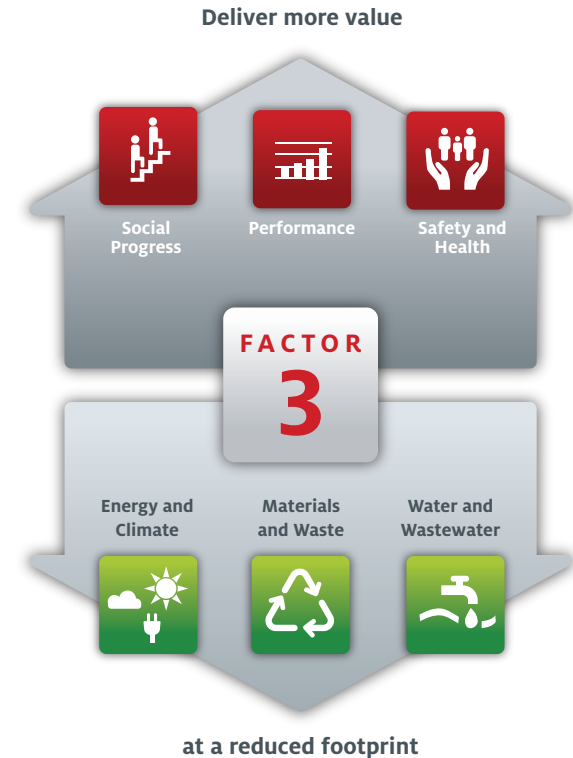
3. Ship

Once full, securely tape your box and ship it back to TerraCycle using the pre-paid shipping label that is affixed to your box.



4. Recycle

Once full, securely tape your box and ship it back to TerraCycle using the pre-paid shipping label that is affixed to your box.



To learn more about the Henkel Zero Waste Box Program, or to place your order, please contact your LOCTITE Industrial Sales Person or visit na.henkel-adhesives.com/recycleloctite.

OTHER GREEN INITIATIVES

Aside from traditional and alternative waste reduction programs, there are many other ways that you can become more sustainable.

Energy Conservation



Saving energy not only has a positive impact on the planet, but it can also help save your business money. Here are a few ways that your business can help conserve energy:

Replace incandescent light bulbs with CFLs

- CFL's are four times more efficient than incandescent lightbulbs, and last ten times longer. Additionally, they use 50-80% less energy while providing the same light output as incandescent lights.

Install automatic timers for lighting

- Artificial lighting can account for up to 35% of energy costs, coming second only to heating and cooling. By turning off lights in rooms that are not in use, you can decrease your overall operational costs.

Install solar panels

- Solar panels are a relatively low cost investment that can lead to substantial energy savings in your office. For most businesses, the savings alone can justify the cost of the investment within 10 years.

Eliminate Disposables



Did you know that Americans throw away 2.5 million plastic bottles every hour?

Each day, humans produce and utilize 500,000,000 straws. Straws and stirrers are extremely destructive to the environment, as most end up in oceans where they can wreak havoc on marine wildlife. Over the past 25 years, over 6 million straws and stirrers have been collected from beaches during beach cleaning events.

Use reusable bags as opposed to plastic. In 2012, over 32 million tons of plastic were discarded; with most ending up in the ocean.

Instead of using plastic cutlery in your dining and lunch rooms, encourage employees to bring their own silverware and reusable water bottles to work.



DISCOVER YOUR PERSONAL FOOTPRINT!

Take a few minutes to learn about how your personal choices influence your carbon footprint with our Footprint Calculator. The calculator was developed by Henkel and the Wuppertal Institute in Germany.

[TRY IT](#)

Reduce your adhesive packaging waste!

Do you use **LOCTITE** and want to move closer to your waste reduction goals? **Our Adhesive Recycling Program** allows you to recycle **LOCTITE** adhesive packaging instead of sending it to a landfill or incinerator.

[LEARN MORE](#)



PUTTING IT ALL TOGETHER

As you can see, reducing waste at your company is easier with the right plan in place.



Define what sustainability means in your organization



Develop strategies with measurable goals



Look for ways to reduce waste or create more efficient processes by reviewing existing programs, composting, universal waste and “unrecyclable” waste.

By following these steps, you should be well on your way to giving a boost to your waste reduction efforts!

