



## Meeting 5: Continue Workbook 4: Solid Waste & Recycling

1. Thank everyone for participating.
2. Ask your leaders to report the progress with the Energy Efficiency Action Steps and Recycling.
3. At this meeting, CHOOSE TWO additional Action Steps from the “Quick Start, Now!” section of “Workbook 4: Solid Waste & Recycling”. **(provided below)**. <https://www.mygreendoctor.org/workbook-4-solid-waste-recycling/>
4. Announce the date for the next meeting, on the topic, “Education”.
5. After the meeting, fill out the Green Team Notes form. Keep it very brief– not more than 5 minutes for the Notes: <https://www.mygreendoctor.org/resources/green-team-notes-form/>



### Buy Recycled Paper

Adopt a policy to buy only recycled-content and low toxicity paper products. Paper comes with different extent of recycled content; your office supply vendor will explain the options. Set a



goal of at least 30% recycled content. Recycled paper costs a bit more but your energy savings from Weeks 2 & 3 will more than pay for it. Consider using only recycled paper and only vegetable-dye inks for outside printing orders. Consider every paper product in the office: notepads, stationery, patient handouts, charts, photocopy and printer paper, brochures, business cards, etc.

Issues to discuss:

1. Can we agree to do this?
2. What will be the schedule for transitioning to recycled paper products?



### Recycle or Refill Printer Ink Cartridges

Adopt a policy to recycle or refill your printer ink or toner cartridges. Your office supply store or vendor can explain how to accomplish this. You may need a recycling bin to store the empty cartridges.

1. Can we agree to do this?
2. Who will lead this Action Step?



### Say “No” to Styrofoam



Agree as an office not to use Styrofoam or similar disposable cups and plates. Styrofoam is made with environmentally-unfriendly manufacturing methods and is very wasteful. Speak with your product vendors about cups and plates made from alternatives such as corn or paper. Buy sets of inexpensive dishes for the office. Encourage office members to bring their own reusable cups for water, tea, and coffee. Inform the salespeople who bring food & beverages to your office that you no longer accept Styrofoam. Tell your patient!

1. Can we agree to do this?
2. Can we order paper or corn-based cups?
3. Can we re-use our personal cups and glasses?
4. Who will lead this Action Step?



### Eliminate Bottled Water and the Water Cooler

Eliminating bottled water and the water cooler saves money, saves electricity, and averts a lot of plastic waste. Of course, you can only do this if your town’s public water supply is safe to drink. Bottled water is expensive, wasteful, and is less rigorously tested for safety than many public water supplies.

1. Can we agree to do this?
2. Who will lead this Action Step?
3. Can we print for the waiting room the My Green Doctor brochure, “Choose Tap Water” <https://www.mygreendoctor.org/resources/waiting-room-brochures/>?