Four Challenges and Their Solutions to Help Strengthen Office Waste Management

Managing all of the different types of waste that your office generates daily can pose a challenge. According to the Environment America Research & Policy Center, the United States produces <u>over 12% of the world's trash</u>, despite having only 4% of the global population.



Offices and administrative environments make a significant contribution to this waste volume, as it is estimated that the average office worker generates about <u>two pounds of wastepaper</u> and paperboard products every day. But, not all waste produced by offices is paper-related. Organizations and their employees may also generate medical waste in the workplace. All waste, if not managed properly, can pose a safety hazard and cause possible damage to the environment or one's brand reputation. To help keep your business and employees secure, you can take proactive steps to equip your facility and team members with simple and confidential disposal options.

Employers can take proactive measures to help employees manage wastes responsibly, contributing to both their organization's well-being and environmental sustainability.

| | Challenge #1: Sharps Management* | Challenge #2: Paper Disposal | Challenge #3: Confidential and Proprietary Non-Paper Items | Challenge #4: Hard Drives |
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| Description | The use of self-injected medications for chronic illnesses has increased significantly, leading to the need for safe sharps disposal options in office and business settings. Organizations may also generate regulated medical waste when providing employee immunization clinics or other health-related services such as first aid. | Throwing papers in an unsecured trash or recycling bin can leave private data exposed and at risk. Protecting confidential information from physical data breaches should be a priority for all businesses. | Trade secret and proprietary information exists in various forms, including handbags, clothing, and unwanted first responder uniforms, among others. | Proper destruction of hard drives is essential to help prevent data theft. |
| Solution | SafeDrop™ sharps disposal options provide convenient access to sharps disposal, with containers securely mounted to walls. Medical waste mail back solutions are an option for non-sharp medical waste, including blood-saturated gauze or bandages or other potentially infectious materials (OPIM). | Shred-it [®] secure document destruction services offer a variety of secure paper shredding services, helping to protect confidential records and important documents from the potential risk of a physical information breach. | Shred-it [®] secure product destruction and specialty shredding services apply rigorous security protocols to collect and store these items prior to disposal, helping to safeguard your company or brand from potential risks. | Shred-it [®] hard drive destruction services permanently destroy data, preventing any possibility of retrieval or reconstruction. |

* Businesses need to check local or state guidelines, as well as coordinate with the property manager and their waste yendors

Discover how Stericycle can assist your organization in managing <u>different types of waste</u> effectively.

