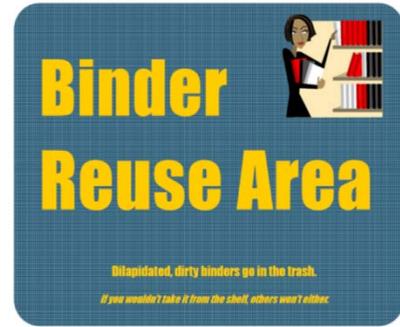


Setting Up a Binder Reuse Program

1. Identify a convenient location (or more than one location) within your building for the collection of clean/reusable binders.
2. Post a sign where the binders are stored to clearly indicate they are available for reuse and to assist those in knowing where to place binders for reuse.
3. Make an announcement to residents about how to use the program. Most buildings have an e-mail distribution list, or if you are in a large building, you can focus on your department.
4. Identify a Binder Reuse Champion to perform the program maintenance steps mentioned below.



Here is suggested text for your announcement. You can tailor the text for your area. The subject of the e-mail can be something like “Binders Available for Use.”

When you need a binder, please obtain one from the Binder Reuse Area instead of ordering a new binder. A Binder Reuse Area has been established for Building _____. All building residents are encouraged to participate in this reuse program.

Location(s): Reusable binders are being stored in the _____ (cabinets, shelves, space saver, etc.) in Room _____ (on the _____ floor if your building has more than one floor). A sign is posted stating “Binder Reuse Area”.

Requirements:

1. Before bringing used binders to the reuse area, please remove and recycle the contents.
2. Remove exterior labeling.
3. Determine if the binder is in good enough shape to reuse. If the binder is not in good shape, please place the emptied binder in the trash. It is important to only keep good binders.

Binder Reuse Program Maintenance:

1. Periodically evaluate the inventory. If people have stored undesirable binders in the location, remove them and send an e-mail to the building reminding people that binders need to be in good shape for others to reuse them.
2. If you move away from the building please identify another individual(s) who will take on the task of monitoring the binder reuse program.