

**Friday
File
Fling**



**NATIONAL
RECYCLING WEEK**

PLANET ARK

Step-By-Step Guide

To Hosting A Simple Staff Engagement Activity

Demand for printing and writing paper in Australia remains high with more than 1.7 million tonnes* used each year. Office paper is the largest contributor to solid waste generated by offices. Surprisingly, office paper has a low recycling rate because so much of it is stored in files that will never be read again.

So Planet Ark and our National Recycling Week sponsors invite you to host a Friday File Fling event on Friday 11th November 2011.

As well as providing a positive staff engagement activity, the Friday File Fling (FFF) encourages greater re-use and recycling of quality office paper.

This Step-By-Step Guide, includes everything you need to know to organise and promote a Friday File Fling in your organisation or office.



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What's the Friday File Fling?

Well it's a pretty simple idea. Set aside some time on Friday 11th November, the last working day of Planet Ark's National Recycling Week, and encourage staff to clear out all the unused good quality paper from their filing cabinets, desk draws and out-boxes.

Ask staff to choose a time that suits them or better still, set aside a specific time, say 2 – 4pm and encourage everyone to take part. You can also add the launch of a new recycling program, an afternoon tea or Friday drinks and make a social event of it.

What are the benefits of joining the Friday File Fling?

Staff Education and Engagement

The FFF is a fun and easy to organise staff engagement activity. You can run it in your team, across one floor, in one office or across an entire organisation. To make it even more beneficial you can use it to kick off a new recycling initiative or to promote existing programs. By registering your event with Planet Ark, we'll be able to give you feedback on the contribution of your workplace to the overall results of the FFF and the environmental savings you made.

The Environment

Making one tonne of virgin office paper uses the equivalent of 24 trees. It also uses large amounts of water and energy. Putting the huge reserves of high quality office paper currently stored in filing cabinets back into circulation has a great environmental benefits.

Making paper from recycled content uses about 50% less energy and 60% less water than making it from raw materials. Holding this event with your staff can assist in building a workplace culture around recycling and it can be used as a stepping stone to other sustainable behaviours.

Arranging a Friday File Fling

The Friday File Fling is an easy event to organise. Here are some tips for promoting your event internally, and arranging for the re-use and recycling of the paper recovered.

Event details

Decide on the details of your event including:

- ♻️ The time – Will you encourage people to choose a time that suits them or will you get everyone to

participate at a set time? If Friday really doesn't work for your workplace you can choose another day in the week.

- ♻️ The location – Will you run the event in one office, one building or across the entire organisation? Where will participants put their paper – in the usual recycling bins or at a special location?

Promote your Fling

The more promotion you do, the more staff engagement you'll get. To help you we've produced a range of resources which are all available from [RecyclingWeek.PlanetArk.org/business/friday-file-fling.cfm](https://www.planetark.org/business/friday-file-fling.cfm).

- ♻️ An adaptable e-mail and a promotional poster are just two of the resources available. Simply fill in your event details and company logo, then send to staff or stick up around the office.
- ♻️ If possible, ask your CEO/MD or other senior manager to send the e-mail or endorse the event. There's nothing like encouragement from the top to generate support.

What to do with the paper you recover

There are a range of re-use and recycling options for the office paper you collect. The re-use options have a higher environmental benefit, as you avoid buying more paper.

Re-use

- ♻️ Single-sided paper in good condition can be re-used to print draft or internal documents. Allocate one drawer of the printer for this paper. This drawer can be used as the default setting for single-sided draft printing.
- ♻️ Single-sided paper, and old letterhead, can also be used to make branded FFF Notebooks which are a good use of resources and promote your organisation's commitment to sustainability (see below).

Recycle

- ♻️ Recycle the recovered paper with your usual recycling contractor. You might need to arrange for extra recycling bins to collect the extra paper. Alternatively, you could store the paper in boxes to be put in the recycling collection over the coming weeks.
- ♻️ Confidential files can be shredded before being recycled or sent with your usual confidential document recycler.

Recording your Fling

- ♻️ Register your event on RecyclingWeek.PlanetArk.org. We'll list your organisation as a participant and keep you updated with news and information about the Fling.
- ♻️ Estimate how much paper was collected at your FFF. We will send around a post-event survey asking how many large (240 litre) wheelie bins your workplace collected. We'll provide you with a formula for estimating your water and energy savings.
- ♻️ On the day, take pictures of staff participating in the event – you can even add these images to the Notebook covers or to your organisation's intranet or Facebook page.
- ♻️ Send feedback to staff about the environmental benefits and other FFF outcomes (like the Notebooks or photos). This helps to encourage their ownership of your workplace sustainability initiatives and it supports team-building.

What else can you do?

- ♻️ Use your Fling to promote other types of recycling programs. Encourage staff (and customers) to bring printer cartridges, mobile phones, corks, eye-glasses and/or batteries from home to be collected and recycled. Visit RecyclingWeek.PlanetArk.org for more information and promotional resources.
- ♻️ Close the recycling loop by buying recycled office paper. By 'buying back' the recycled paper, you are helping to create demand for recycled-content products and ensuring that less virgin paper products are used. For more information about choosing and buying recycled paper, download a copy of the *Know Your Paper Guide* developed by the Department of Environment, Climate Change and Water NSW
www.environment.nsw.gov.au/sustainbus/officewasteguides.htm

Making Friday File Fling Notebooks

Making notebooks is a great way to re-use good quality, single-sided paper. Individuals can make their own notebooks or they can be made in larger quantities and distributed through a central store.

1) Creating the FFF Notebook Cover

- ♻️ Download the Friday File Fling Notebook Cover
- ♻️ For a plain Cover, just open the document and print
- ♻️ To brand the Notebook with your logo, open the Cover in Adobe Acrobat or a similar program and paste your logo between the green lines
- ♻️ Save the customised document for future use or to send around to others.
- ♻️ Print desired copies on re-used paper.

2) Assembling the Notebook

- ♻️ Bind together the Cover and a stack of re-used paper using comb, thermal or coil binding with a light cardboard backing.
- ♻️ Your print room may be able to do this. If not, it is a very inexpensive job for print stores like Officeworks.

Records & Confidential Documents
The Records and Information Management Professionals Australasia recommends that before 'flinging' any materials, you check with your records manager and the relevant state or territory records office to ensure that what you're recycling is in accordance with your internal policies and mandatory retention and confidentiality legislation. For more information, please call 1800 242 611 or visit www.rimpa.com.au



A Flinging Success Story

By participating in the 2010 Friday File Fling, our Event Supporter Colonial First State collected 120 wheelie bins of paper for recycling, which represents a saving of over 60,000 litres of water and 1,080 kilograms of greenhouse gases from being released into the atmosphere.



As CEO Brian Bissaker says “you’ll have a cleaner office. Feel less cluttered, and feel good about getting rid of stuff you weren’t going to use in the first place.”

Never Run Out of Milk Again

We know it’s that cup of tea or coffee that gets you through the afternoon, so running out of milk in the office kitchen can be a bit of a disaster. Having a stock of long-life cartons in the cupboard is a great way to protect against this. Even better, you can recycle your milk and juice cartons in your general recycling system.



Crack a Can

If you’re providing drinks for your staff during the Friday File Fling get what you can in aluminium cans. The entire can is recyclable, which makes cleaning up easy – just throw it in the recycling bin. Aluminium is infinitely recyclable, so your cans can come back again and again.



Battery Buzz

Batteries are all around you in the workplace. They’re in mobiles, laptops, remotes, exit signs, tools and in the cars that we use to get to work. Batteries are essential for modern life. But since they can be made from dangerous or valuable materials we should keep them out of landfill. Recycle old batteries and buy new rechargables from Battery World stores and make sure when you replace your car battery it is recycled through a reputable company like Century Yuasa.



Free Recycling

As one workplace said “Every kilo of cartridges we recycle is a kilo of waste we don’t need to pay for removal.” ‘Cartridges 4 Planet Ark’ is an example of an extended producer responsibility program with the Participating Brands - Brother, Canon, Konica Minolta and Lexmark - paying for the recycling of their cartridges. Other supporting Brands can also be recycled for free to find out which ones and whether your workplace is eligible for a free collection box visit Cartridges.PlanetArk.org or call 1800 24 24 73.



For more info about all of our Fling partners visit RecyclingWeek.Planetark.org

Make Recycling At Work Easy

What questions should you ask a new recycler to make sure they are the right choice? Where can you get free recycling signage to help staff recycle correctly? How would you find the local recycling options for 90 materials including paper, plastic, wooden pallets, food, car batteries and more? Visit BusinessRecycling.com.au or call 1300 763 768 to find the answers to all of these questions and make recycling at work easy.



Foundation Partners



