Lincoln County is committed to reducing landfill waste. Our employees will Reduce, Reuse, Recycle, Repurpose, and Rethink. We invite the public to consider using these guidelines also.

Reduce:
- Print less! Store documents online. Print e-mails only when necessary.
- Set printer defaults to double-sided printing (duplexing)
- Get off mailing lists for catalogs you do not want (call the 800 number), remove people that no longer work here and create a catalog library for your department (we don't each need a personal copy of the catalog!)
- Avoid use of individual plastic water bottles and plastic/foam ware
- Combine/consolidate supply orders to reduce the number of boxes sent from suppliers
- Buy rechargeable batteries instead of single-use ones.

Reuse:
- Reuse binders, filing folders, office furniture, etc. whenever possible
- Use the back side of unwanted printed paper for notepads, etc.
- Reuse cardboard boxes and packaging materials to ship items.

Recycle:
- Collect and recycle cardboard, office paper, newspapers, aluminum cans, rechargeable batteries, metal items, and wood items.
- Collect and recycle plastics and electronics whenever possible
- Participate in toner recycling programs (i.e. mail them back in the postage paid boxes, return them to stores where purchased)

Rethink:
- Water in a plastic bottle does not make it cleaner or healthier than water out of the sink or fountain (it is probably less so)
- Reuse plastic ware (consider using glassware). Run it through the dishwasher and it will be cleaner than the first time you used it (when it was made in a big factory, boxed, put in shipping container and shipped!) Or better yet bring your own dishes and utensils.
- Consider durability and "repairability" when purchasing items

Repurpose:
- Devise other uses for ordinary products. For example, use old papers for packing materials for shipping fragile items instead of packing peanuts.
- Use cleaned glass containers for storage.