



ADMINISTRATIVE PROCEDURE MANUAL

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**Chris Grover,Matthew MacDonald,E. A.
Vander Veer**

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Crampton, 2018-12-19 After a day's work is finished take a look around at your company Do standard production processes and day to day operations leave you with loaded trash bins from the front office to the factory floor and every place in between Such solid waste does far more than squander resources and imperil the environment it's undoubtedly eating up countless dollars of your profits Corporations throughout the nation are learning to tame solid waste by implementing improved management of materials Preventing Waste at the Source demonstrates how more than 50 companies have effectively reduced solid waste throughout all departments and achieved dramatic reductions in operating costs Beginning with a strategic framework readers can then zero in on wasteful practices affecting all aspects of a business Paper reduction measures for administrative offices for instance Ways to minimize packing materials over in the shipping department while still protecting the product There's also steps where suppliers and customers can take part in waste minimization efforts

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