

# My Recycling and Waste Reduction Check List

- Make sure my Department has a recycling program and coordinator
- Double-side all printed and photocopied documents
- Print forms as needed rather than stockpiling hard copies
- Use e-mail to send official memos
- Use e-mail or scrap paper for internal memos
- Proof documents on screen
- Create routing slips to distribute information vs. giving each person a copy
- Use smaller margins and less white space in documents
- Use scrap paper for notes, drafts, and memo pads
- Print drafts on the back side of paper that has already been used
- Have a box or bin to collect copy/printing paper for reuse
- Separate recyclables—contaminated loads end up in landfills
- Promote and use recycled content paper
- Recycle soft-drink, water, and juice cans and bottles purchased from vending machines
- Use fax transmission stickers instead of a full-page coversheet
- Recycle newspapers generated in the office
- Reuse file folders, paper clips, rubber bands, etc
- Print addresses directly onto envelopes instead of using labels
- Subscribe to online rather than print publications
- Obtain reference manuals on CD rather than in book form
- Use the Internet to distribute reports and catalogs.
- Route mail in inter-office envelopes or in reusable mail pouches.
- Share waste prevention ideas with your co-workers
- Reuse envelopes, boxes, and packaging materials
- Donate old magazines to hospitals, nursing homes, or non-profit groups
- Save old newspapers and reuse for packaging
- Use mechanical pencils and refillable pens and tape dispensers
- Bring personal mugs or cups for beverages
- Bring lunch in reusable containers or bags