



3Rs in State Government

Re-Use Tips for the Office

- Need new equipment?
 - ✓ Check with Surplus Property to see what is available for reuse. (495-6020)
- Extra office supplies?
 - ✓ Create an office supply exchange within your office or building.
- Planning an office party?
 - ✓ Encourage people to bring their own reusable plates and utensils.
- Use both sides of every piece of paper.
 - ✓ Provide Trays to Collect and Reuse One-Sided Paper.
 - ✓ Designate a re-use drawer for the printer. Place scrap one-sided print jobs in this drawer to print draft copies on.
 - ✓ Use the one-sided paper in copiers and fax machines.
 - ✓ Use the one-sided paper to make scratch pads.
 - Making 1/4-, 1/2-, or full-size scratch pads is simple and easy—just put single-sided paper face up and staple, paper clip or binder clip at the top!
- Provide Trays to Collect and Reuse Envelopes and File Folders.
- Share magazines and newsletters.
- Re-fill pens and pencils, don't just throw them away.
- Use rechargeable batteries.
- Use your favorite coffee mug – don't use disposable cups.
- Buy sugar and cream dispensers.
 - ✓ Avoid paper packets and save waste by offering employees sugar and cream in large dispensers.