



## 3Rs in State Government

# Source Reduction Tips for the Office

- Commit to purchasing products with post-consumer recycled content.
- Working late? Use only the lights you need. Lighting the entire floor wastes energy.
- Save time and costs by using conference calls for meetings. Less travel leads to less pollution.
- Before buying additional furniture or equipment, check with Surplus Property to see what is available for reuse. (495-6020)



### Reduce Paper Waste and Recycle

- ✓ Look for recycling bins in your building and check with your building recycling coordinator to find out acceptable paper grades. Some recycled-content paper, slick paper, and publications with multi-colored graphics cannot be recycled.
- ✓ Use backs of old drafts and one-sided copies for photocopying, drafts, and scrap paper.

- Print only what you must.  
Get trained on proper use of printers and copiers so paper is not wasted through mistakes.  
[Learn how to reduce paper use.](#)
- Make double-sided copies.
- Set your printer default to print double-sided.
- **Avoid Neon Colors!**  
Do not use neon-colored sticky notes or paper; they usually cannot be recycled.
- Do not use **dark** or **deep-colored** paper, as it too is often not recyclable.
- Avoid sticky notes.  
They lower the grade of paper for recycling. Use scrap paper and paper clips instead.
- Share! Share! Share!  
Circulate or post memos rather than copying individual memos for everyone.  
Use email instead.  
Circulate one copy of reports, newspapers and magazines instead of duplicating or purchasing multiple copies.
- Use central files instead of maintaining duplicate personal files.
- Restrict meeting handouts.  
Print fewer copies of reports or presentation materials for meetings and make them available only on request. Do not always assume that meeting participants need their own copies; much of the paper received at meetings and conferences is disposed of very soon after receipt.
- Advocate that all your program material be printed on recycled-content paper, using Ag-based inks and *on paper that can be recycled.*
- Ensure your mailing lists are current.  
Save money and resources by sending your material only to those that want it. Avoid unnecessary copies and consider alternatives such as emails and electronic newsletters.
- [Reduce Business Junk Mail](#) Learn about strategies to reduce unwanted mail at work, and avoid being placed on mailing lists in the first place.

