

Consumption Reduction

What can I do to reduce waste?

REDUCE... REUSE....and then RECYCLE

Reducing Waste



Reduce printing documents -- save to desktop
Double-side print jobs

Reuse clean side of already printed documents for draft documents
Set your print properties to "Econo Mode" to save toner

Reduce page margins

Check with others in your department for surplus of supplies before ordering

Use non disposable napkins and a water bottle to carry with you or keep at your desk

Use a travel mug for coffee

Use non disposable serve ware for meetings or for staff use

Reuse



Purchase supplies that contain 20-30% or more post-consumer content

Purchase refillable pens and pencils

Reuse office furniture and supplies such as file folders

Use incoming packaging materials for outgoing shipments

Recycle



Recycle mixed paper:

(magazines, newspaper, cardboard, copy paper, file folders, paper envelopes, Post-Its)

Keep separate from trash, plastics, cans, and bottles
[Cans, plastics, and bottles can be mixed and collected together]

Recycle copier and printer toner cartridges

Use a large box and label "Copy and Printer Toner Cartridge Recycling"
For pick-up, inform Corporate Express delivery staff of box location and request removal of cartridges

Desk-side or larger recycling bins can be used for mixed paper or plastics, cans, and bottles. Please be sure to label properly

Contact

Loyola's Facilities
Management

for labels,
for desk-side recycling bins
or

to place larger bins in copy area
or central departmental locations
submit

Work Order Request at
<http://tma.it.luc.edu/home.html>

<http://www.luc.edu/recycle/>
recycle@luc.edu