

# Reduce, Reuse, Recycle at Work

*You Can Make a Difference Every Day!*



## COVER YOUR BACK SIDE

Use both sides of paper.

## SWITCH OFF

Turn off lights and equipment when not in use.



## KEEP CURRENT

Save paper by keeping mailing lists up-to-date.

## NO SNAILS

Use email, not snail (paper) mail.



## CHARGE IT

Use rechargeable batteries, not disposable.

## RECYCLE

- office paper
- phone books
- printer cartridges
- rechargeable batteries
- cell phones



## BYOM

Bring Your Own Mug (instead of disposable cups).

## BUY RECYCLED

Buy recycled-content products.



## POST IT

Post or route information instead of making copies.



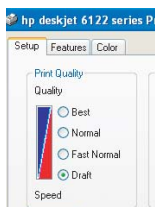
## REUSE

- packaging (boxes, bubble wrap, and peanuts)
- file folders
- paper clips
- rubber bands
- interoffice envelopes



## SHARE NEWS

Share journals and newspapers.



## TRY DRAFT

Use draft quality for printing when possible.



## STOP LEAKS

Report water drips or leaks.

