

Porcelain Press

Bringing you important information, one stall at a time

Tips for reducing waste at work:

Make recycling all items convenient. Come up with a system that works for you. Don't throw recyclables away!

Instead of printing e-mails, read them on computer screens and save them in a computer or network file.

Be conscious of supplies. Take what you need, but use what you take.

Turn off your computer, monitor and surge protector when not in use.

Format documents to use fewer sheets of paper and then print them double-sided.

When printing drafts and taking notes, reuse scrap paper that has already been printed on one side.

Scan documents and circulate them electronically instead of making multiple copies.

Check for available used materials before ordering new products. See your surplus coordinator for more information.

Make sure lights, printers, copiers and other office equipment are turned off at the end of the day. Make this part of everyone's routine.

Bring your own mug or water bottle and pack a waste-free lunch in reusable containers.

