

Green Office Practices To Save Money & Help the Environment!

Save Paper! Consider using one of these ideas so your paper can enjoy a second life before being recycled. This will cut down on the amount of paper and/or memo pads being purchased:

- You can send used paper with printing on one side to the Print Shop. They will make it into scratch pads and send it back to you. Just make sure the paper does not contain any sensitive material such as student information before sending.

To get your old paper made into scratch pads, or to just order scratch pads follow these steps:

- Go to the online Graphics and Print Shop Work Order System
- Include the following under Special instructions: "Please make scratch pads for office use, using recycled paper."
- Include the number of pads and the size of the pads desired: (8.5x11 (FULL SHEET), 8.5x5.5 (HALF SHEET), or 5.5x4.25 (QUARTER SHEET).
- In the Finish section check "Padding"
- If you are sending used paper from your office for this purpose, please include this information in the Special Instructions field.
- Print out the Work Order and send it with the used paper you are mailing to the Print Shop.

Please Note: It is not cost effective to request printing be placed on the scratch pads when ordering in small quantities.

- The new Canon office printers have a duplex option. Simply select the 2-sided copy feature when printing your work.
- Printing at your desk copier: Consider re-using paper that has printing on one side. Just save your used paper and place it in your desk top printer (print side up) for printing out drafts or other non-critical documents at your desk. Then when you are finished with the document, the paper can go into the recycling bin.
- Don't Fax It; Scan It! The new Canon office copiers will scan your documents and e-mail them to you or someone else. Your department can program in common e-mail addresses to the copier.

Buy Green Office Products! A big part of recycling is to purchase products made with recycled content. The College Print shop is transitioning to the purchase of many grades of paper containing recycled paper fiber. You can support recycling also in your office by purchasing green products.

[How to Find Recycled Products in Stapleslink.com](#)

- 1.) Log in to your account through: <http://www.stapleslink.com/>
- 2.) Perform a general search such as "pencils" in the search box and click Search

3.) You are then given the choice in the results to narrow results by “recycled”.

The screenshot shows a search results page for 'pencils'. At the top, there is a navigation bar with links for Home, Office Supplies, Technology, Furniture, and Featured Items. Below this is a search bar containing 'pencils' and a 'Search' button. To the right of the search bar is an 'Ink & Toner Finder' button. Below the search bar is a secondary navigation bar with links for Resource Center, Administration, Order Management, and Customer Service. The main content area is titled 'Your search for "pencils" returned the following matches:'. It is divided into three sections: 'Narrow results by category', 'Narrow results by brand', and 'Narrow results by...'. The 'Narrow results by category' section lists: Woodcase Pencils (22), Mechanical Pencils (104), STAPLES® Pens, Pencils & Correction (9), Classroom Colored Pencils (12), Colored Pencils (8), and Multi-Function Pens (2). The 'Narrow results by brand' section lists: BIC (34), BINNEY & SMITH (4), CRAYOLA (4), DIXON (21), OIC (2), PAPERMATE (7), PENTEL (42), PILOT (7), SANFORD (2), STAPLES (9), and ZEBRA PEN (8). The 'Narrow results by...' section lists: Minority-Owned Business Enterprise (2), Previously Ordered (3), and Recycled (7). The 'Recycled (7)' link is circled in red. At the bottom right of the page, there is a pagination control showing '1 2 3 4 5 6 7 8 9 10' and a 'Next' button.

4.) This search is a filter and the filter can be easily removed by clicking Remove this filter.

The screenshot shows a search results page for 'pencils' filtered by 'Recycled'. The title is 'Your search for "pencils" from Recycled returned the following matches:'. It is divided into three sections: 'Narrow results by category', 'Narrow results by brand', and 'All results displayed are:'. The 'Narrow results by category' section lists: Woodcase Pencils (1) and Mechanical Pencils (6). The 'Narrow results by brand' section lists: DIXON (1), PENTEL (4), PILOT (1), and ZEBRA PEN (1). The 'All results displayed are:' section lists: Recycled (7) and Remove this filter. The 'Remove this filter' link is circled in red. Below this section is a table with columns: Customer Item No., MFR Item No., UOM/QTY, Your Price, Qty, and Add to.... The table contains two rows of product information. The first row is for 'Dixon Ticonderoga® Renew® Recycled Tire Pencil, #2, 10/Pk' with a Staples Item No. of 791717. It includes a small image of the pencil, a recycling symbol, and a quantity of 1. The second row is for 'Pilot RexGrip BeGreen Mechanical Pencil, 0.5 mm, Black Barrel, 12/Pk' with a Staples Item No. of 752344. It includes a small image of the pencil and a recycling symbol. At the bottom right of the page, there are two buttons: 'Add to Order' and 'Add to List'.

Purchase reusable products! Consider replacing one-use items with a type that can be used multiple times. Examples include: re-chargeable batteries and refillable pens. For example, if you have a wireless mouse or keyboard, you can use rechargeable batteries for them

Recycle! Here is a list of typical office items that every College office should be recycling:

- Office paper
- Low grade paper
- Batteries
- Beverage containers (glass, plastic and metal)
- Cardboard
- Bubble wrap and foam peanuts
- Small appliances
- Printer cartridges: Inkjet and laser printer cartridges supplied by Computer Services should be mailed back to Computer Services; the College gets a rebate for all the cartridges sent back.
- Canon Toner cartridges: place in any plastic/metal/glass recycling container (beverage recycling container)

For more details on how to recycle these items, check the campus recycle guide at:

<https://www.hvcc.edu/ehs/recycle/materials.pdf>

Turn it Off - Save Energy! When leaving for the day, turn off your computer. (Classroom and lab computers are automatically powered off each evening). With the thousands of computers on campus, this adds up to a lot of energy savings over the year. And, turn off the lights when you leave the meeting room or office!