

Office Waste Reduction

80 George St. 1st floor

Info

- Recycle!
 - Paper - plastic envelope windows, staples, and other things commonly attached to paper CAN go in the recycle bin.
 - Plastics and Metals - Almost all plastics and metals are recyclable. Place items in plastic/metals bin.
 - When in doubt, recycle!
- Small appliances – (Chargers, radios, etc.) Unplug when not in use.

Info

- Batteries, ink cartridges, cell phones – All go in battery bins. One by my office and one in the lobby.
- Need a new bin? Have questions? Contact me or Dawn Quirk in facilities, or visit <http://www.tufts.edu/tuftsrecycles/index2.html>

Steps we can take

- Double sided printing – Set your computers and copiers to default to double-sided printing. Contact UIT for support.
- Purchasing – Identify FSC certified paper available through approved vendors and require that it be purchased over non-recycled paper.
- Computers – Set to shut down automatically at the end of the day and start up automatically in the morning. Turn monitors off when not in use. Me or UIT for support.

Steps we can take

- Kitchen
 - Eliminate plastic utensils. Purchase one set of washable utensils for the office. Everyone bring in his or her own from home.
 - Do not purchase paper kitchen products. Purchase a set of new plates, glasses and bowls and ask everyone to bring in his or her own from home. Reserve some glasses for guests.
 - Compost. Buy a bin? Work with dining services? Look into composting options that will work for us.

Want to help?

- Join the Green Team!
- We will
 - Work with others to evaluate which materials can be reduced and recycled.
 - Teach co-workers and management how to reduce, reuse and recycle waste and about campus resources.
 - Coordinate activities.
 - Keep everyone informed about the program goals and successes.