

PAPER & CARDBOARD

Paper

REDUCE: Save documents and emails to the network. Print only when necessary. In *Page Set Up*, reduce the margin size from 1.5 to .5. You can fit a third more text on the paper with the smaller margins.

REUSE: When printing, use the *Two Sided Printing* option which is found under *Properties* in the *Print* box. For drafts, use the back side of a used paper. Reuse file folders.

RECYCLE: Office paper, paperboard, newspaper, and cardstock.

HOW: Put a box in your classroom or under your desk to collect paper during the day. At the end of the day, empty your box into the central paper recycle bins. The building custodian will not empty your personal box, so it is up to you to take care of this step.



WE DON'T RECYCLE:
Envelopes lined with bubble wrap.

Corrugated Cardboard

REDUCE & REUSE: Reuse boxes whenever possible.

RECYCLE: All corrugated cardboard can be recycled.

HOW: Flatten box and place outside your office/classroom. Your building custodian will take the cardboard and place it in the cardboard recycle dumpster.



DID YOU KNOW?

Only about 12% of water bottles get recycled! That means that 88% ends up in our landfills!

By recycling 1 ton of paper you save:

- 17 trees
- 6,953 gallons of water
- 463 gallons of oil
- 587 pounds of air pollution
- 3.06 cubic yards of landfill space
- 4,077 kilowatt hours of energy



The US is the top consumer of paper and paperboard, at a rate of 850 pounds per person. Most other developed countries average in the 600's.

IS BOTTLED WATER BETTER THAN TAP WATER?

No! While tap water is highly monitored and regulated bottled water is not, some bottled water comes from tap water, so it could be safe, but not always!

OTHER GREEN IDEAS

When you leave a room, even for a short time, turn out the light. It is a myth that you use more energy turning lights on and off.

If you see an empty room with lights on, stop in and turn them off!

At the end of the day, turn off both your computer and the screen as well as all other electrical equipment. Even in sleep mode these items continue to use electricity.

On the weekends, turn off all printers and copiers. Even in sleep mode, these items continue to use electricity.

Unplug your cell phone & blackberry chargers when they are not being used as they continue to draw electricity.

BOCES REDUCE, REUSE, RECYCLE GUIDE



BEING PART OF THE SOLUTION

CONTAINERS

Plastic Bottles

REDUCE & REUSE: Fill up a large, reusable bottle at home and bring it to work. If you are concerned about mold, each night fill the reusable bottle with very hot water and add 1 TBSP of white vinegar. Let it sit for 15 minutes; then empty and rinse.

Buy food in bulk and bring it to work in smaller, reusable containers.

RECYCLE: Plastic containers such as water bottles and food containers coded 1 or 2 on the bottom.

HOW: Empty plastic container and put it in the gray comingle receptacle with the green lid that is located in your building.

WE DON'T RECYCLE: The plastic lids and plastic containers coded 3 - 7 on the bottom.



Cans & Glass

RECYCLE: Plastic containers such as water bottles and food containers coded 1 or 2 on the bottom.

HOW: Empty plastic container and put it in the grey comingle receptacle with the green lid located in your building. Discard caps and covers.

Coffee Cups

REDUCE & REUSE: Bring a reusable mug from home that you can rinse out at the end of each day. Instead of using 2 cups to protect your hands from the heat, use a reusable sleeve.

RECYCLE: Styrofoam & paper cups are not recyclable.

E-WASTE

Unlike paper, plastic, metal and glass, these items currently require special handling. Some items, like cell phone and certain electronic components contain materials that render them hazardous.

CDs/DVDs

REDUCE: Save documents to the network. If you must transport them, use a memory stick.

RECYCLE: IT is currently collecting discarded CDs. When they have a full box, they are sent to a recycling company.

HOW: Establish a central collection site in your building. At the end of each month, put what you have collected into a manila envelope, address it to IT CD recycle in Building A. If you are concerned about security, IT has a machine that will render the CD unreadable. Send that CD to Carlos Maldonado with a note stating: high security CD for recycling.

Computer Diskettes

REDUCE: Save documents to the network. If you must transport them, use a memory stick.

WE DON'T RECYCLE: We do not currently recycle computer diskettes.

Cell Phones

REDUCE: Don't get a new cell phone every year. The battery will last longer if you let it drain completely before recharging.

RECYCLE: Cell phones can be recycled two ways: turned in to an agency that will reconfigure them and give them to individuals, or taken apart so the valuable components can be captured.

HOW: Return it to the company from which you purchased it or go to: <http://www.shelteralliance.net/>.

Copy & Fax Cartridges

REDUCE: Print out only what you have to. Save the rest to your network files.

RECYCLE: Two items can be recycled, the Laser Jet Print Cartridges and the #2 plastic toner bottles.

HOW: The Laser Jet Print Cartridges are sent back to the company for recycling. When you replace a cartridge, remove the new one from its bag and place the old used one in the bag. Seal up the box and ship it back to the company.

Most of the toner bottles are #2 plastic. They can be placed in the green plastic recycle bins.



Printer Cartridges

RECYCLE: Used HP black and color cartridges

HOW: Printer cartridges are sent back to the manufacturer. Save the box the cartridge came in and use to ship it back for recycling.

Computers

RECYCLE: Computer monitors, computer towers, and accessories.

HOW: Items should be collected and brought to the county E-Waste Day or a Household Hazard Waste Day.