



At the Budget Convocation, the Vice Chancellor for Business Affairs mentioned that in light of the budget restrictions we are all facing, now is the time to redouble efforts to use our resources as wisely as possible.

Below you will find a list of actions that you may take to REDUCE, REUSE and RECYCLE. Taking these actions will help conserve resources such as paper, energy and water.

If you have any suggestions or particular initiatives that your office has taken, we would love to hear about them and inform the campus community.

Sincerely,

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SAVE RESOURCES – REDUCE, REUSE and RECYCLE

REDUCE YOUR PAPER USE

- **Send messages, files electronically:** Use the “request a delivery receipt” or “request a read receipt” option to make sure important information is delivered and read
- **Use the “print on both sides” option** (go to the Properties tab) when printing
- **Reuse the back side of older documents** (remember to cross out the side you do not want read and double check to make sure there is not confidential information)
- **Copy double sided**

REUSE

- **GIVE AND RECEIVE**
 - Make use of the **UNCC Admin list serve** where staff ask for and donate items between departments. Financial Services Admin Chat List [ADMIN-CHAT-ROOM@LISTSERV.UNCC.EDU] contact Annette Heller. amheller@uncc.edu
- Contact **Surplus Property** for items such as furniture, contact John Cashion jtcashio@uncc.edu
- **Give it to the RECYCLING Department**, just place it near the tall blue paper recycling bins and mark it “for REUSE”
- **Look for the Recycling Department’s –“ TAKE IT or LEAVE IT” tour this summer**



RECYCLE IT

*In FY 2007 – 2008, we recycled 1.4 million pounds! We have a diversion rate of 33%.
HELP RAISE THIS RATE. NEARLY 60% of our garbage is recyclable – DO YOUR PART – take a moment and
sort it out into the right recycling bin*

Remember, it is your responsibility to **empty your blue deskside bin** into the main departmental recycling bins located in the copy room and common areas in your building. *If you don't have a deskside bin, please call us 704-687-3890! You will usually find BINS in the common area or copy rooms (See below)*



- **BOTTLES AND CANS** – rinse and empty your containers
- **OFFICE BLEND**
 - **INCLUDES:** general office, computer, white, color and fax paper, multipart forms, file folders, and writing paper
 - **DOES NOT INCLUDE:** Transparencies, newspapers, magazines, books, treated or coated paper, envelopes with windows, sticker paper backing, tissues, rubber bands, or plastic tabs.
- **NEWS BLEND**
 - **INCLUDES:** Newspapers, magazines, envelopes, slick brochures, catalogs, soft back books, copier paper wrappers, chipboard (i.e. envelope boxes)
 - **DOES NOT INCLUDE:** Hardback books, binders, sticker paper backing, padded envelopes, plastic tabs, transparencies, corrugated cardboard, plastic or wire spines, rubber bands, CDs, diskettes, or tissues.



- We also collect batteries, books, notebooks, tyvek, transparencies, toner cartridges, and Styrofoam (only #6, throw away #5).
 - Simply place in a box and write “RECYCLE” on box and place near the tall blue bins.
- Corrugated Cardboard
 - Please flatten and store cardboard boxes beside the main recycling departmental collection bins.
- **Cleaning out your office or files and need a larger bin –CONTACT US!**
- **Need boxes—CONTACT US!**

For more information contact the Office of Waste Reduction & Recycling 704-687-3890

And check out our Recycling Website

<http://facilities.uncc.edu/Recycling/>

OTHER BEST PRACTICES TO SAVE RESOURCES

- Report any water leaks and turn off taps if they are left on.
- Do not use personal fridges, desk fans or heaters.
- Turn off lights when leaving a room or office
- Open blinds/curtains instead of switching on lights.
- Spread the word to conserve
- Print only if you have to – do not print emails – if you do print go double sided
- Turn your thermostat up two degrees in the summer and down two degrees in the winter
- Keep laboratory fume hoods closed when not in use
- Don't leave the water running when washing dishes
- Limit paper use, provide event information in electronic format
- Limit handouts