

BREN SCHOOL RECYCLING POLICY

REDUCE-REUSE-RECYCLE

We serve our Earth much better by using as few natural resources as possible. Please help our department accomplish this by modifying a few simple behaviors:

1. The first step is **REDUCTION**
 - Read all e-mail and electronic documents on the screen
 - Always print and photocopy double-sided
 - Send phone messages by email only
2. Purchasing should always:
 - Buy recycled products
 - Buy recyclable products
 - Buy *Energy Star* electronic products
 - Not buy goldenrod or fluorescent paper
 - Return duplicate magazines to sender
3. Recycle all “Office Pack” in the green office pack bins or in the blue office pack bins next to your desk. Office pack includes:
 - Paper from the copier and printer (with staples and paperclips intact)
 - Spiral notebooks (with spiral intact)
 - Post-it Notes
 - EnvelopesThis does not include:
 - Goldenrod or fluorescent paper
 - Newspaper
 - Magazines – these can be deposited in a receptacle behind San Raphael dorm
4. Recycle cans, bottles, and newspapers in the bins around campus. The closest bins are located on the lawn-side of the PSN breezeway and outside the SCF.
5. Shred *only* confidential papers and recycle the waste.
6. Use the paper in the recycling bins for notepads and scratch paper; do not purchase pads of notepaper.
7. Give empty toner cartridges to the Purchasing Assistant to be recycled.
8. Break-down and recycle cardboard boxes. Give the packing material in the boxes to the Purchasing Assistant to be recycled.
9. Use a plastic UCSB mug for your coffee and soda (you will receive a \$.20 discount), or bring a mug from home (you will receive at \$.10 discount).

Thank you for your help!