



PURCHASING, WASTE & RECYCLING TIPS

brought to you by iSEE's Certified Green Office Program. Learn more about this opportunity to help reduce campus' environmental footprint at go.illinois.edu/greenoffice.

PURCHASING

Copy Paper

Purchase recycled-content and Forest Stewardship Council (FSC)-certified printer paper for office use to show your commitment to the environment.

- Reams of 30% recycled office paper are available from F&S Stores iStores punchout for 14 cents less than virgin paper through OfficeMax punchout. [Read more about this opportunity.](#)
- You can also purchase 50% and 100% recycled content paper from different iBuy punchouts (100% from OfficeMax and Stores, and 50% from OfficeMax).

Other Environmentally Friendly Products

- iBuy stocks hundreds of environmentally friendly office supplies. Use the “environmentally friendly products” filter or look for the recycled materials sign when shopping through the Office Max punch out.

Subscriptions

- Convert subscriptions of printed publications to online subscriptions. It is important to go paperless to reduce waste!

OFFICE OPERATIONS

Recycling

- If your office doesn't have recycling bins, request new bins by contacting Facilities & Services at tosby@illinois.edu.
- Advertise the locations of the closest recycling bins and what can/cannot be recycled to all office employees. Bulletin board displays and handouts are a great option.
- If your recycling bins don't have bin labels, [print some](#) and put them up at the appropriate place. For more information, visit [F&S's Waste Management Website](#).

Printing

- Set the default on all printers to print two-sided in black and white. Work with your IT professional to change the settings, or do it yourself with these videos for [Mac](#) and [Windows](#) by Harvard University.
- Place a paper collection bin next to the printer(s) to increase use of scrap paper. Also encourage staff to use the blank sides of unneeded single-sided copies for printing drafts, etc.
- Collect printer cartridges and recycle them.
- Promote need-based printing by changing your daily habits to print only when absolutely needed.





- Go paperless during meetings by sending agendas and supporting documents in advance, and using technology to project information on screens, rather than relying on paper copies.
- Add a line in your email signature asking your colleagues to consider the environment before they print your email.
- Avoid buying bottled water when tap or filtered water can be made available instead. You may also ask your office members to bring their own mugs to meetings and events.
- Request reusable dishes for catered events. University Catering offers reusable dishware for all their events.
- Make reusable dishware, cutlery, and cups available in your kitchen or breakroom. You can use office funds or employee donations to purchase a set, or ask people to each bring in a certain item or a single place setting.

ABOUT THE PROGRAM

The Certified Green Office Program is designed to help offices implement sustainable practices in their workplaces. By making a few simple changes, offices can reduce their environmental footprint, help the campus save money, meet Illinois Climate Action Plan objectives and commitments, and respond to the overwhelming interest of students, faculty, staff, and the surrounding community in sustainability. After completing actions suggested by the program, offices are assessed and receive one of three certifications (Bronze, Silver or Gold) levels. Certified offices can display their certification and will be recognized in campus publications.



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