

Reduce, Reuse, Recycle



• Small steps you can take to help preserve our natural resources •

At Home

- Recycle all paper in your home including phone books, newspapers, magazines, and even mail. For mail that has account numbers and other personal information printed on it, buy a paper shredder and shred the paper before recycling it.
- Plan meals ahead of time and stick to your grocery list. When you buy less, you waste less!
- There are many non-toxic cleaners available that can take the place of harsh chemical cleaners you buy in the store. For example, use vinegar and water to wash windows and clean mirrors. Use a paste of baking soda to clean sinks, tubs and toilets, and for freshening drains.
- Before painting, get an accurate idea of how much paint you will need. (Height x width = total square feet.) One gallon of paint will cover about 400 square feet.
- Donate used clothing (in good condition) to thrift stores or relief organizations rather than throwing it away.
- Use funnels when adding fluids to your car, lawnmower or other vehicles to prevent spills.
- Close your shades and blinds in the summer to prevent the sun from heating up your home and making your air conditioner work longer. Likewise, open your shades in winter to take advantage of the sun's warmth.

At the Store

- Avoid buying single-use containers such as gallons of orange juice. Buy concentrated juice and mix in your own reusable container.
- Invest in cloth shopping bags that you can use again and again, rather than using paper and plastic ones provided by the store.
- Purchase products with the least amount of packaging. Buy items that have a long shelf life in bulk to prevent buying multiple containers over the same time span.
- Look for ways to “upgrade” in place of buying new. For example, buy a computer that will allow you to improve one or two

components in a few years, rather than replacing the entire computer at that time.

- When shopping for new appliances or electronics, look for ENERGY STAR qualified items.

At Work

- Read emails and other documents electronically rather than printing them.
- When printing documents, print on both sides of the paper if possible.
- Post instructions and diagrams on printers and copy machines to prevent waste from incorrect paper loading and orientation.
- Save money and reduce waste by buying used cabinets and other office furniture.
- Bring a coffee mug to work instead of using styrofoam or paper cups.
- Utilize power saving modes on your computer when you're away from your desk.
- If possible, carpool to work with other employees at your job.

When Traveling

- Pack a cooler of food bought deli-style instead of stopping for packaged meals along the way.
- Share taxis whenever possible.
- Use public transportation, if available.
- When staying in a hotel let housekeeping know that it's not necessary to change your sheets and towels every day.
- When you leave your hotel room turn off the lights, air conditioner and television.
- For picnicking, bring reusable plates and silverware in place of paper plates and plastic utensils.
- When camping or hiking carry out all trash—even food waste—and dispose of it in a proper waste or recycling bin.