



UC DAVIS

FACILITIES MANAGEMENT

Buildings & Grounds: Recycling

Reduce Waste At The Source

UCD Campus uses about 12,000 trees annually

The R4 Recycling program estimates that **500 tons** of mixed paper gets recycled by UC Davis annually. Roughly **12,000** trees were used to make that paper. Fewer trees would have been cut down if each of us had taken simple steps to reduce our paper usage. These steps include:

- utilizing online document sharing
- printing less printing double-sided
- taking steps to reduce the amount of junk mail received

Reducing, reusing, recycling, and re-buying will decrease human impact on the environment, as well as lower departmental expenditures in the times of tight budgets.

Printings:

DO You Know:

- Each wasted piece of paper **costs \$0.06**
- An average employee **prints 6 wasted** pages per day
- Printing double-sided reduces paper usage by 50%
Significantly reduce department printing expenditure
- Recycled printing paper requires the use of fewer trees

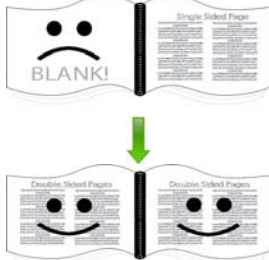
To REDUCE, you can:

- Configure printers to double-sided default setting
- **Print Less, Archive** files in a database, share files in PDF
- Print only a few copies and **circulate it** among the entire staff



Printing double-sided saves as much as half the normal usage

Outside Suppliers:



Do you know:

- An annual **average of 27%** of the professors did not order **double-sided prints** for readers printed from the Davis Copy Shop located on B and 3rd St.
- If not specified by request, the Davis Copy Shop assumes a single-sided copy
- The Davis Copy Shop does not offer the option to print on recycled paper

To REDUCE, you can:

- **Request double-sided prints** when ordering readers

Double-sided reader s make happier readers

Junk Mail:

Did You Know the UC Davis Mail Division:

- Spends on **average 2 hours a day** sorting through junk mails
- 730 hours a year; **\$6025 of labor time annually.**
- Recycles **25,000lbs of Junk Mail** annually: The equivalent of **300 trees**
- **Look up 60,780 pieces** of mail annually
- **Return to senders 42,000 pieces** of mail annually
- All mail **MUST** include **Department Title** in order to be deliverable to a campus address.

To REDUCE, You can:

Give out **proper addresses** when signing up for any mail, check <http://maildiv.ucdavis.edu>

Ask catalogue vendors to send only a few copies for the entire department

- Individual copies can be sent on a requested-only basis

Update department mailing lists

- Remove former employees from the department mailing list
- For mail addressed to former employees, call the company and request them to stop sending mail under that employee's name to the workplace

