# How UCI staff can reduce waste while working...

## ON CAMPUS

- Place UCI's **recycling** and **landfill signage** on office bins to help properly **sort waste**. Before recycling, be sure all items are clean and dry & all cardboard boxes have been flattened.

- Does your office need more blue **recycling bins**? **Place an order request** with Facilities Management or call (949) 824-5444.

- Recycle ink cartridges and batteries in **designated bins on campus**.

- Receive a 50 cent discount at any dining location when you **bring a reusable cup for fountain beverages or coffee**.

- **Request free pick-up of any surplus property or e-waste** using the **Surplus Pickup Request Form**.

## REMOTELY FROM HOME

- **Prepare your own food and help to eliminate single-use plastics**. Use your favorite coffee mug, eat your lunch on dishware rather than a paper plate, and hydrate using a reusable water bottle.

- **Designate your own recycling and landfill bins for your home office**. Check out your municipality’s website for information on what items can be recycled, composted, or thrown in landfill.

## ON CAMPUS OR REMOTELY

- Reduce paper consumption when **printing** by setting printer default to double-sided.

- **Use DocuSign for obtaining document signatures**. DocuSign is a secure, efficient, and paperless process.

- **Create a designated tray for collecting scrap paper** and use this paper for note-taking during meetings and calls.

- **Establish an e-waste bin** to gather used batteries and ink cartridges before taking to designated recycling facilities.

- **Learn more ways to reduce and reuse** by watching UCI’s feature in the Climate Lab video “Takeout creates a lot of trash. It doesn’t have to.”

## Did You Know?

The average office worker generates about **2 pounds** of mixed paper products every day and uses **10,000 sheets** of paper per year.