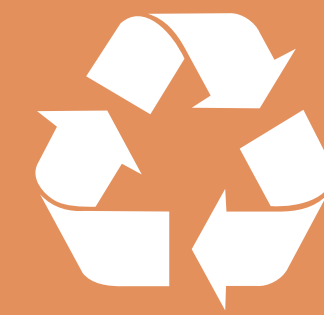
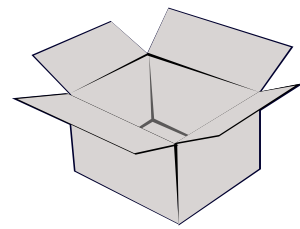


# REDUCE WASTE



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

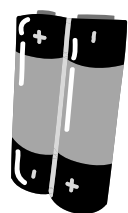
### ON CAMPUS



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.

### 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.

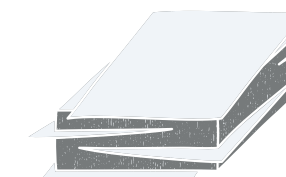
### ON CAMPUS OR REMOTELY



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."