Reduce Our Use!

While recycling should always be an emphasis, it is just as important (perhaps even more so) to reduce use of resources to lessen the need to recycle. All that is required is awareness and a willingness to change the ways we operate. We can start by adopting more conscientious and responsible practices in how we operate in the classroom and in our offices. Below are some ways to reduce resource use that can be done with minimum effort and inconvenience. And every effort makes a difference, especially if it is adopted across the campus.

Classroom Practices
Use Laulima to go paperless for your classes
* Post up your course syllabus on Laulima Syllabus
* Post up all assignments and supplemental materials on Laulima Resources
* Use Laulima Assignments to have students submit work and receive feedback electronically. (If you are not sure how to use these Laulima tools, refer to Laulima tutorials https://www.hawaii.edu/talent/get_started/laulima/start_laulima.html or get in touch with me.)

Scan work: Scan and post articles, artwork, maps and other materials assigned or submitted. Note: The Library has a new KIC click Mini Digital Scanner. You can digitize documents as well as maps, drawings, and artwork for classes and have students submit work this way to reduce paper handouts and submissions. (see attached pdf)

Whiteboard pens: Use refillable markers for white boards instead of one-use pens (example: http://pilotpen.us/brands/recycled-pens/v-board-master/)

Conducting Meetings
* Send out an agenda prior to meeting, write it on a white board for the meeting – do not print out copies of agenda for the meeting
* Send out copies of all documents to be reviewed well before the meeting rather than distributing as hard copies at the meeting.
* If a document is needed for group reference (e.g. minutes for review, draft to revise), project up on a screen rather than making multiple copies. If a hard copy is necessary, print one or two copies to share

Office Processes: You can have a department/divisional meeting to discuss practices you all commit to adopting. Create a checklist for all employees (especially new hires) to translate adopted changes into standard practice.

* Send and store documents electronically as much as possible.
* Use double sided printing for print outs and copying – set this as the default for all computers and printer settings.
* Single space documents when possible
* Reuse supplies whenever possible e.g. envelopes (i.e. for internal mail), file folders, binder clips. Have a place to store and find supplies to reuse.
* Print in draft mode when possible – still readable but uses less ink
* Use smaller fonts and narrow margins to reduce pages printed
* Avoid color printing
* Turn off machines rather than leaving in standby mode when possible
* Have machines go to power off rather than using screen savers
* Switch to LED lights
* Purchase items without batteries if possible (e.g. calculators, pencil sharpeners)
* Donate or recycle items rather than just throwing them away
* Have a receptacle to collect recyclable paper, newspapers etc. in a visible place, for example next to the copy machine and in break rooms. Have one person or group responsible for taking materials to redemption centers or home blue bin
* Order and use recycled paper
* Order and use remanufactured or recycled toner
* Purchase ecologically responsible products whenever possible

**Office/Department Kitchen spaces**
* Use green cleaning products
* Consider switching to washable towels rather than paper towels
* Stock up on plates, bowls and cups for use at department potlucks or functions; stop using disposable items.
* Use reusable coffee filter rather than paper filters