Sustainability is creating and maintaining conditions under which humans and nature can exist in productive harmony that permit fulfilling social and economic conditions.

AUGUST 2014

Purchasing Pup e-News

Buy recycled content paper and reduce paper usage

❤ Buying recycled paper is better for the environment because it reduces the pollution and energy consumption of paper manufacturing, helps increase natural habitats, and creates a strong market for recycled paper—so we can keep it going. Although recycled paper may have a somewhat higher initial cost, you can purchase it and still stay within your budget (or even save money) by using less paper.

10,000 sheets of copy paper are used by the average office worker each year.

45% of paper printed in offices ends up in the bin by the end of the day according to a Xerox study.

27% of solid waste generated in the US is from paper.*

More than **40%** of commercially harvested trees are for paper production.

65% of paper is recycled in the US, reducing greenhouse gas emissions equivalent to taking 28 million cars off the road.

KEEP THE GREEN GOING

Half of all paper purchases at the University of Nebraska contain recycled content. This is good, but we can do better! Here's what we could save if we all got on board and purchased 30% recycled paper—

- ❤ **11 tons of wood (that's 69 trees!)**
- ❤ **2,154 lbs of solid waste**
- ❤ **31 million BTUs of energy**
- ❤ **5,934 lbs of CO_2**
- ❤ **32,183 gallons of water**

YOU have the power to make the switch! Choose to buy products with higher recycled content through **Office Depot's GreenerOffice section.**

LOOK FOR THESE!

FSC
www.fsc.org

CONTAINS RECYCLED CONTENT

GREEN SEAL CERTIFIED

Look for labels such as GreenSeal and Forest Stewardship Council (FSC) which indicate the paper was produced sustainably and harvested from well-managed forests.

* US EPA, Municipal Solid Waste Generation, Recycling, and Disposal in the United States: Facts and Figures for 2012, http://www.epa.gov/osw/nonhaz/municipal/pubs/2012_msw_fs.pdf

SAVE MONEY USE LESS

1 Think twice before you push the print button
- ✓ Don't print short emails or unnecessary copies of documents
- ✓ Plan ahead and don't over-order printed materials like annual reports or brochures. This will also save storage space!
- ✓ Post in-house reminders— **Do you really need to print that?**—on desktops or at the copy machine. (Get a catchy poster at www.panda.org/savepaper)

2 Reduce wasteful paper use
- ✓ Reduce print runs. Create a checklist for departments that order informational materials. ❑ Do you need this? ❑ Do you need a hard copy? ❑ Can you access it on the web? ❑ Can you share a copy with others?
- ✓ Review distribution lists often to remove unnecessary names
- ✓ Conduct meetings with no (or less) paper. Distribute agendas/materials electronically before meeting. Encourage attendees to take notes on their tablet or laptop
- ✓ Use technology instead of paper when possible. Use cloud-based applications such as GoogleDoc's, Dropbox, or Microsoft's Office Online to work on group documents

3 Use paper more efficiently
- ✓ Set printer default to double-sided. It's an easy way to cut paper consumption in half
- ✓ Reduce margins and font size

❤ **Survey results**

Thanks to everyone who took the survey on sustainable purchasing. Here are some initial results—

- **87%** Said buying sustainable products should be an objective
- **72%** Use double-sided printing
- **72%** Would use a centralized system for sharing office supplies

We want to hear from you!

What green practices have you been using in your office? Share your ideas with Jean Waters at jwaters@unomaha.edu