

## Green routine



There are lots of green ways you can start the New Year off right, too, here at Memorial. Keep these 11 common-sense recycling and sustainability tips in mind as you do your part to keep Memorial clean and green!

**Save trees** – paper with 30 per cent recycled content can be ordered through paper tender.

**Produce less waste** – “Lug A Mug” with you when you go to get your morning coffee or tea.

**Don’t idle** – if you are idling your vehicle for more than 10 seconds you are using more fuel than turning it off and on.

**Only print** what you have to – no need to print all e-mails you receive.

**Send documents as e-mail attachments or scanned** from workstations instead of printing hard copies.

**Re-use paper** – make your own scrap paper or note pads from old documents that are printed on only one side.

Re-using paper is one of the quickest and easiest ways employees can help cut down on waste. When you’re finished with a document you’ve printed, turn it over and re-use the other side as scrap paper. It’s that simple. Here, Shelley Pardy, sustainability co-ordinator, shows off some of the paper which makes great note pads.

**Opt out of paper** payroll deposits and pension updates through Employee Self Serve.

**Set your photocopiers, printers and workstations** to default double-siding

**Recycle beverage** containers in beige bins that are located next to garbage bins on campus.

**Bring your lunch** to work – you save money, use leftovers and produce less waste by avoiding disposable products of fast food takeouts.

**Avoid bottled water** and fill up a reusable bottle with municipal supplied water – you save money and produce less waste.

Photo by Jeff Green