

LSTC PAPER POLICY FOR STAFF

Where feasible, use Recycled Paper for:

- 1) Personal note-taking and memos
- 2) Printing for the word processing
- 3) Photo-copying
- 4) Avoid the use of color-paper (except soy-ink pastel paper)
- 5) Official stationary

Where feasible, avoid the use of paper

- 1) Make a phone call or personal contact
- 2) Use only the paper necessary to convey the memo, especially with multiple copies
- 3) Distribute only to those affected rather than a blanket distribution
- 4) Post notices on bulletin boards instead of distributions
- 5) Avoid the use of envelopes. Use LSTC interoffice envelopes
- 6) Circulate notices/ Use creative publicity in public areas
- 7) Depend upon public announcements in The Dean's Report or The Door.
- 8) Use overheads, chalkboards, or oral explanations at meetings.

Where appropriate, use paper thoroughly

- 1) Print on both sides of the page
- 2) Use the reverse side of discarded paper for notes, first drafts, informal printing, etc.
- 3) Where appropriate, use small print, single-spacing, narrow margins.
- 4) Reuse standard envelopes. Circulate them.

Recycle all paper:

- 1) All leftover paper, misprinted paper, etc.
- 2) All paper collected at the stations, including mailers, window mail, glossy paper, etc.
- 3) Collect paper for recycling at the end of meetings
- 4) Collect paper in office containers to be taken to stations