

# Sustainability Policy

## Policy/Procedure

Dickinson College takes seriously the need to be environmentally responsible. All Dickinson employees are requested to do their parts to help reduce the college's waste. Below are some suggestions of things that employees can do to help reduce the amount of waste produced by the College.

### Reduce and Reuse

- Use half sheets of paper for memos and letters when appropriate.
- Print lengthy memos and reports on two sides of one sheet rather than on two sheets.
- Do not use mass mailings unless absolutely necessary.
- Be accurate when submitting a printing request. For example, if 900 copies are needed, do not round up and order 1,000.
- Turn off lights and appliances when not in use.
- Use washable ceramic mugs instead of paper or plastic ones.
- Reuse manila folders and envelopes.
- Use technological advances such as electronic mail and voice mail.
- Recycle printer toner cartridges.
- Report leaks and heating or cooling problems to Facilities Management immediately.

### Recycle

Recycling bins are located throughout administrative offices and around campus to recycle all paper, newspaper and magazines. There also are bins only for aluminum cans throughout campus. When we reduce, reuse and recycle our physical resources, everyone wins.

## Related Information

## History/Revision Information

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Handbook for Administrators and Support Staff