



# Think Before You Copy!

Paper makes up 40-50% of a college's waste stream.  
Please help reduce unnecessary paper use at Iona.

- Consider alternative means of distribution (e.g., electronic or central posting).
- Make only the copies you need.
- Use 2-sided copying.
- Visit the Paper Conservation Campaign website for additional tips:

[www.ion.edu/infotech/paper](http://www.ion.edu/infotech/paper)



# Think Before You Print!

Paper makes up 40-50% of a college's waste stream.  
Please help reduce unnecessary paper use at Iona.

- Use “print preview” to decide how much of a document to print.
- Use single-spacing and set narrower margins to fit more text on each page.
- Visit the Paper Conservation Campaign website for additional tips:

[www.ion.edu/infotech/paper](http://www.ion.edu/infotech/paper)



# Think Before You Throw!

Blue and Green Bins are for paper recycling only, and should not be contaminated with other materials, especially food.

**DO** - These items **SHOULD** be placed in blue/green bins:

Plain paper (white or color)

Envelopes (windows OK)

Computer printout

Glossy brochures, catalogs, phone books

File folders, Index cards

Magazines and newspapers

Plain Cardboard\*

\*Note: Corrugated cardboard cartons should be re-used if possible, or placed near blue bins for pickup.

**DON'T** - These items **MUST NOT** be placed in blue/green bins:

Transparencies, Carbon paper

Packing foam or pellets (can be re-used, or taken to Mailboxes, Etc. for recycling)

Used food items (paper/styrofoam cups, plates, napkins, wrappers, utensils, bags)

Plastic, glass or metal containers (look for designated bins on campus)