



LOW IMPACT *certified*

REDUCE, REUSE & RECYCLE

DO YOUR PART EVERY FEBRUARY & MARCH

During February and March, I pledge to:

- Raise Awareness** about RecycleMania
- Complete the **Three R's on Campus and at Home** Online Training
- Host an **Office Clean Out Event**
- Submit a **Recycling Pick-Up Request**
- Create a Green Team** in my Office or Department
- Post my **Waste Reduction Commitment** on social media

In my office, I pledge to:

- Ensure recycling is properly segregated and taken to appropriate collection areas
- Have recycling bins available and clearly marked
- Review proper recycling practices at a staff meeting
- Provide recycling bins at events and meetings sponsored by our office/department
- Contact Property Control when we need to dispose of surplus furniture/equipment
- Encourage meeting attendees to bring mugs and/or reusable cups for beverages
- Purchase napkins/paper towels with at least 30 percent recycled content
- Check with Property Control before purchasing new furniture or equipment
- Print or copy to both sides of a page whenever possible
- Place a visual prompt on copy machines to remind the office to double-side print
- Reuse paper that has text on only one side when possible to save paper
- Keep a scrap paper pile near our printer and/or copier
- Always use my reusable bottle and mug when drinking beverages on campus
- Bring my reusable bag when making purchases on campus
- Avoid single use items (to-go containers, cups, silverware, condiments, etc..)

In classrooms, I pledge to:

- Talk about the **importance of reducing, reusing and recycling**
- Choose text books that can be **purchased used instead of new**
- Allow students to submit assignments online** instead of requiring hardcopies
- Utilize Blackboard to **reduce the amount of materials that must be printed**

During February and March, we are competing in RecycleMania, a national competition to reduce waste and increase recycling on campus! Visit missouristate.edu/sustainability to print your own commitment poster!

INSTRUCTIONS:

You can make a big impact on the amount of waste generated on campus by making small changes during the day. Please place a check next to all the practices you pledge to carry out. There is no minimum, but try to set as many realistic goals as possible! Kudos to those who decide to incorporate these practices at home and after March!

Raise Awareness about RecycleMania

Help us win RecycleMania by spreading the word about the competition and encouraging faculty, staff and students to reduce, reuse and recycle on campus. Send an email to your coworkers or students letting them know about RecycleMania, encourage others to become low impact certified by sharing this poster, make a sign for the recycling bins in your building, or educate your fellow Bears on how they can reduce waste.

Online Training: Three R's on Campus and at Home

In this free training, you will learn everything you need to know to reduce, reuse and recycle with confidence. Find out why waste minimization is so important, what you can do on campus and at home, and the perks of the three R's. [Sign-up here!](#)

Host an Office Clean Out Event

Host an *Office Clean Out Event* for your office or department! If you have sensitive documents, schedule a shred event during RecycleMania – this paper is recycled! Contact Custodial Services to request a pick-up of any large quantities of paper.

Submit a Recycling Pick-Up Request

We pick up certain items and recycle them for you, such as batteries, toner cartridges and even e-waste. Simply tell us where your recyclables are located, what kind of recyclables and the amount you have and how to contact you if we have any questions. Fill out a [recycling pick-up request](#) and share this form with others on campus!

Create a Green Team for your Office or Department

Green Teams gives MSU employees an opportunity to reduce the environmental footprint of their office or department and the campus as a whole. [Sign-up here!](#)

Post your commitment on social media

Take a picture of one thing you commit to do to reduce waste during RecycleMania. Post your picture on Facebook, Twitter or Instagram to be entered to win! Make sure you tag your post with **#RecycleMania #MSUSustain** and **@MSUSustain**

Save paper, ink and energy: Please only print the checklist (page 1)