

Sustainable Printing Guidelines

Purchasing Guidelines

Paper

- Look for paper with the highest percentage of post-consumer recycled content available. A good baseline is at least 30%.
- Make sure the product packaging is clearly marked to indicate that it contains recycled content.
- When possible, avoid paper that contains chlorine, which can make the paper more difficult to recycle at the end of its life and acts as a pollutant on land and in water.
- Keep these third party certifications in mind and look for their seals when purchasing paper:
 - [Forest Stewardship Council](#)
 - [Chlorine Free Products Association](#)
 - [Sustainable Forestry Initiative](#)

Printers/Copiers/Fax Machines

- When acquiring new machines, lease rather than purchase. When you are finished using the machine or are considering an upgrade, the company will have the responsibility of refurbishing or recycling the machine and you will not have to dispose of it.
- Look for machines with duplex (double-sided) printing capability; use this feature to reduce the amount of paper consumed. You will cut your paper costs by up to 50%.
- Work with as few machines as possible. The more people networked to a machine, the more energy efficient and cost effective it will be.
- Try to purchase [Energy Star](#) rated machines, which will generally be more energy efficient than other similar machines on the market.

Sustainable Practices

Think Before You Ink

- Save documents, web sites, photos, and presentations electronically and resist the urge to print unless absolutely necessary.
- Share information electronically, it will save innumerable copies at meetings and presentations.

Save Resources

- Set your printer/copier/fax machine default mode to duplex and print double-sided documents every time.
- If you are using a private ink jet printer, set your printer to “Fast Draft” under advanced printer settings to reduce the amount of ink used for each page.

Prioritize your printing options: Follow this prioritized list to determine the most sustainable printing method appropriate to your needs.

1. **Print to a networked copier device.** These devices save energy, have duplex printing capability, and feature scan-to-e-mail capacity to deliver documents directly to your inbox so that you don't have to print to make and distribute copies. These devices are always the best choice when printing.
2. **If you can't use a networked copier device, use a laser printer.** Purchase remanufactured toner cartridges from companies dedicated to taking them back once they are empty. Alternatively, bring your printer/toner cartridges to the Office of Sustainability, Reynolda Room 101, for recycling.

3. Use an inkjet printer only as a last resort.

- Look for soy or other plant-based inks over standard petroleum-based inks. They more easily biodegrade, are easier to recycle, and come from renewable resources.
- Purchase remanufactured cartridges.
- Bring empty cartridges to the University Bookstore to be refilled through the Ink-O-Dem program.
- When a personal inkjet cartridge can no longer be refilled at the Bookstore, drop it in a TechnoTrash bin located in the Bookstore, ZSR Library, or Benson Copy Center.
- Take broken personal printer units to the [3RC EnviroStation](#) so that they don't end up in the landfill.
- Call Facilities and Campus Services for collection of broken university-owned units.

Advertise your efforts

- If printing material for distribution, consider including a message like the following: "When you are finished, please pass along or recycle this publication," or "This publication was printed on post-consumer recycled paper."

Close the Loop

Reduce Waste

- Recycle all of your paper products so that the post consumer recycled paper remains in the recycling loop.
- Take your **personal** electronic waste, including printers and scanners, to the [3RC EnviroStation](#) for proper disposal. They will reuse some components and properly handle those that cannot be reused or recycled.
- Call Facilities and Campus Services for collection of broken **university-owned** units.

- Take your empty ink cartridges to the University Bookstore where they will be refilled for a small fee. If they cannot be refilled, drop them in a TechnoTrash bin in the Bookstore, ZSR Library, or Benson Copy Center.
- We are in the process of setting up a program that will make it easy for departments to recycle their printer/toner cartridges right here on campus. While we are working to get the full, streamlined process in place, you can bring your printer/toner cartridges to the Office of Sustainability, Reynolda Hall Room 101.

Reuse Paper

- Use any memos, papers, or faxes that were not duplex printed as scrap paper. Send your final waste to the recycling bin.

Checklist

Before you print, ask yourself these simple questions:

- Do I need to print this document or can I view and share it electronically?
- Can I fit more content onto any page?
- Did I use *print preview* to make sure I am printing only what I really need?
- Did I select double-sided printing?
- If this is not a final copy of an important document, am I printing in draft mode to save ink (and money)?



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