

RECYCLABLE PAPER POLICY

The Vermont Law School Community is committed to reducing the amount of waste generated on campus and to protecting the integrity of the recycling program by eliminating non-recyclable materials from the recycling containers. To achieve these goals, the law school has established the following policy:

Materials generated within VLS for distribution to faculty, staff, or students should be produced only on recyclable paper (i.e., non-glossy white paper and Vermont Law School letterhead). Materials on non-recyclable paper may be placed in a container near student mailboxes in the Chase Center and must be removed after 10 calendar days by a representative of the organization generating the materials.

Everyone is strongly encouraged to reduce the amount of paper distributed by using the smallest size paper sufficient to convey the necessary information and by placing notices of events on the campus calendar and on the bulletin boards rather than in student mailboxes.

Paper Use:

As a progressive institution, Vermont Law School is deeply committed to the ideals of social justice, public health, and a clean, sustainable environment. As part of our community, we request that you actively employ the following guidelines in your daily paper use:

Reduce:

Double Side by Default: Always double-side printed and copied documents unless it is specifically requested or absolutely necessary to single-side.

Use Technology: Fully utilize and keep up to date on the growing number of electronic resources available through Information Technology. Try to abide by a policy of never printing what can be done online. Communicate through email and voice-mail. Include frequently requested information on your website. Archive documents online or on disk rather than file folders.

Think Before you Print: So much of printing is completely unnecessary. Try to avoid printing online materials and revise and review drafts on screen before printing.

Reduce Image Size: Using slightly smaller fonts, single spacing, reducing margin size, and cutting the length of your documents can save paper at little or no inconvenience to the reader. Use half-sheets and copy and print 2-4 pages per one sheet of paper whenever possible.

Brainstorm: There are hundreds of ways to reduce and it is the single most effective way for individuals to help the environment and can result in considerable financial savings. Be creative!

Re-Use:

Save single-sided sheets: Keep a box of pre-used paper close to your desk. Develop a policy of always laying the paper down with the blank side-up. Keep your printer stocked with pre-used paper and only use single-sided sheets when absolutely necessary.

Re-use envelopes: Use inter-campus mail envelopes or place labels over old envelopes.

Purchase conscientiously: Try to buy products that are “processed” or “total” chlorine-free with the highest “post-consumer waste” content available.

Be Imaginative: Always re-use before you recycle. Open your mind to the opportunities.

Recycle:

ALWAYS RECYCLE: Though reducing and re-using are the most important parts of the 3R loop, recycling saves energy, landfill space and eliminates numerous dangerous pollutants.

Please also refer to the Networked Printing section of the Computer Policy, above, for policies on printing from the VLS network.