

## GCCCD Paperless Recommendations

- I. Grossmont-Cuyamaca Community College District recognizes the direct relationship between consuming paper and environmental impact. Moving forward GCCCD encourages all members of the community to live as “paperless as possible” and ensure that all paper and paper products are recycled.
  
- II. Background:  
From start to finish, the life cycle of paper products have a negative impact on the environment. Each year the US produces 20,700,000 tons of paper, which requires cutting down between 55-110 million trees. It is vital that paper be recycled. By recycling one ton of paper 17 trees, 7,000 gallons of water, and about 463 gallons of oil are not consumed. Annually only 53% of all paper, about 11,000,000 tons, is recycled; the rest is sent to a landfill. Paper thrown away each year represents approximately 640 million trees, or 915,000 acres of forest.
  
- III. Collectively, our GCCCD community is able to reduce our pollution and carbon footprint through reducing our consumption of paper. To do so we recommend the following:
  - a. Each member of the community try to be as “paperless” as possible. That includes:
    - i. Refraining from printing whenever possible
    - ii. Take and store meeting notes digitally
    - iii. Use print preview to only print the pages you need
    - iv. Print and copy on both sides of the paper
    - v. Post the syllabus and other documents electronically
    - vi. Use previously printed paper for scratch paper
    - vii. Send and receive faxes from your computer
    - viii. Print multiple images per sheet for PowerPoint slides
    - ix. Use black rather than colored ink (since it is easier to recycle)
    - x. Use smaller margins on documents
    - xi. Before printing, remove blank pages
    - xii. Print in draft mode (it conserves ink)
  
  - b. To practice saving paper at home, please consider the following suggestions:
    - i. Use cloth napkins
    - ii. Use rags instead of paper towels
    - iii. Try to not use paper plates- use washable ones. If you NEED disposable plates, the rule is that paper ones are better than plastic ones.
    - iv. Use a handkerchief instead of Kleenex
    - v. Use a whiteboard for lists/notes/announcements
    - vi. Buy bulk foods using your own reusable containers rather than buying supermarket boxed goods