

What's your paper trail?



City employees used **more than 6.6 million sheets of paper last year**. If every City employee reduces their paper use by 10% (just 9 pieces of paper a week), **we can save 80 trees and 1.7 million gallons of water**.

✓ **REDUCE** **REUSE** **RECYCLE**

- Double-side your printouts and copies
- Think before you print
- Use overhead projectors at meetings
- Opt out of junk mail



Cambridge GreenSense brings City employees together to cut energy use and minimize our impact on the environment. Learn more at www.cambridgema.gov/greensense.

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REDUCE ✓ **REUSE** **RECYCLE**

- Shop and contribute to an office Trading Post
- Reuse file folders, hanging folders and interoffice envelopes



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REDUCE REUSE ✓ RECYCLE

- All office paper and cardboard
(paper with staples or paper clips, envelopes with windows, and spiral notebooks ARE OK)
- Pizza/food boxes • Paper coffee cups
(oil stains ARE OK)



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