

A. GENERAL:

The Superior Court supports environmental awareness by encouraging recycling and waste management in its daily practices and operating procedures. This interest includes a commitment to purchase, use and disposal of products and materials in a manner that best utilizes natural resources and minimizes any negative impact on the environment. The Superior Court encourages reducing and, when possible, eliminating the use of disposable products. Source reduction may decrease the consumption of valuable resources through the following workplace practices:

1. Communication through computer networks and E-Mail
2. Two-sided photocopying
3. Computerized business forms
4. Routing slips for correspondence
5. Minimum packaging
6. Reusing paper clips, folders and binders
7. Turning off lights when not in use

Whenever possible, employees are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports environmental awareness and increases the demand for recyclable materials.