

HKUST Sustainable Printing Guidelines

GUIDANCE FOR STAFF TO IMPROVE

CAMPUS SUSTAINABILITY PERFORMANCE

HKUST Sustainable Printing Guidelines

Vision

The Hong Kong University of Science and Technology (HKUST) is a leader in the Hong Kong community, and strives to be a leader in sustainability as well. HKUST's commitment to this idea is articulated in the following sustainability mission statement:

HKUST will become a global leader in sustainability education by transforming the Clear Water Bay campus into a carbon-neutral, zero waste, and net-positive environmental impact living laboratory for experiential learning, demonstrating cutting-edge research and sustainable operations within a vibrant and engaged community.

These guidelines are intended to help our community in striving for this sustainability vision.

Guidelines

Reduce printing

The general rule of thumb is to reduce printing as much as possible. There are many strategies to do this, including the use of electronic resources for filing, forms, communications, and other documentation. For events communications, electronic media is now commonplace for invitations, registration, announcements, updates, and online forms. Social media and the university e-board are also available. Some further suggestions:

- ✧ Eliminate the practice of printing emails. Send and use e-copies of minutes and agendas for meetings, and utilize document sharing software to reduce the need for printed copies for editing and notes.
- ✧ Publish newsletter and promotional materials in e-format to minimize hard copies.
- ✧ Encourage students to only print out course materials if needed and invite faculty to accept e-copy of assignment.
- ✧ Reuse decorations from past events to reduce waste and decorate in a way that can be easily dismantled and separated for recycling.
- ✧ If you really need to print out poster, consider reusing the “blank side of a printed material poster” which looks perfectly good to put on notice boards that help reduce the paper use.
- ✧ When it is necessary to print, use 100% recycled paper or FSC certified paper from sustainable sources.



Reduce vinyl banner

Vinyl banners cannot be recycled! They will all go to landfill after your event! With that in mind, please be very strategic in the use of banners. For example:

- ❖ If you need to print a large banner for an event venue decoration and pre-event promotion, choose paper banner from PTC for one-off or short period indoor usage. They look as good as the plastic banner and can be recycled.
- ❖ For outdoor use banners, discuss with contractor and PTC for possible alternatives such as cloth/fabric banner.
- ❖ If you absolutely need a banner, consider designs (like leaving the time and date off) that would more easily allow for reusing the banner in coming years.
- ❖ For backdrop vinyl banner, discuss with contractor about ways to reuse it for next year or use alternative such as carton materials with wooden frame.



Reduce Foam board material

- ❖ Foam board cannot be recycled! They will all go to the landfill after your event!
- ❖ For display panel and event props, instead of foam board, you can use paper panel or request contractor for alternatives such as carton materials. They are also durable and look good in the photo.
- ❖ For departments who have their own panel metal stand (without hard plastic cover), instead of producing foam board poster just for a short promotion/one-off event, you can contact PTC to borrow a set plastic covers to insert your paper poster for your panel stand.



Regular printer paper
(recyclable) in between two clear
layers of hard plastic

Reuse easy-pull banner stand

- ✧ Do you really need an easy-pull banner for one-off event? Can poster and other panel display serve the same purpose?
- ✧ If you really need one, ask PTC to print out the paper banner and borrow and install in a “reusable banner stand” to avoid the banner stand going to trash after the event.

Reuse Ring binder and plastic cover

Please consider reusing the ring binder and plastic sheet cover of your document. There will be collection tray near the ring binder equipment inside library and Students’ Union workshop for students/staff to dispose and reuse the materials. Let’s share and reuse these plastic materials with other campus community members.



Digital Display Option

Contact PTC for options of digital display at event to avoid printed materials.

Printing Specifications

- ✧ Use 100% recycled paper or FSC certified paper from sustainable sources.
- ✧ Do not laminate the material. Consider your channel of distribution and avoid lamination. Matt or gloss laminated cover cannot be recycled.
- ✧ Avoid glossy paper for publication and leaflet.
- ✧ Perfect binding is more convenient for recycler to process than saddle stitch binding.
- ✧ Soy-based ink or eco-friendly ink printing is preferred.
- ✧ Double side printing. Consider separating different versions such as English and Chinese versions instead of one version to cut paper use.
- ✧ Evaluate the optimal printing quantity after considering digital channels and accurately estimate the quantity needed (ensure the distribution channels) to avoid wastage of paper.
- ✧ Plastic cover, sticker, staple and pin cannot be recycled and they have to be removed by user or recycler during recycling process.
- ✧ Make sure the paper is dry as the paper recycler will not accept any wet paper.

Other considerations

We recommend that when offices issue tender/request quotations for printing project, please remind our vendors of our commitment to environmental performance.

HKUST is committed to creating a sustainable campus setting where resources are utilized responsibly and all members of the HKUST community have the capacity to thrive within a healthy environment. The specifications detailed in this document are predicated on the expectation that the Contractor respects and supports HKUST's commitment to creating a sustainable campus.

The following principles highlight the approach towards purchasing decisions that can result in our positive and desired outcomes.

1. Always focus on health first

There are many attributes of products we buy for office use that may have adverse effects on ourselves and those in our offices. We should focus on products that could contribute to a healthier work environment.

2. Reduce the amount of materials

Consider whether the product or service is actually necessary prior to the purchase, or if the existing supplies can be used to meet the need.

3. Focus on the value, not the cost

Often, a product that costs a little more may be much more durable, of better quality, and can contribute over a longer lifespan. Overall, these products save the university money (since they need to be replaced less often) while reducing waste.

4. When purchasing, look for positive environmental attributes

Many products available now have notable environmental attributes compared to traditional choices, and can significantly reduce HKUST's environmental burden. Products that can be reused (instead of those that are disposable) reduce landfill waste, if not reused then they should be recyclable; and those with eco-labeling or certifications give us confidence that an independent body has verified its valuable contributions.