



Recycling and
Environmental
Action
Planning
Society

Greening Your Office

...one tip at a time!

We care about the environment and we know you do too. Your office is a great place to make little changes that make a big difference. Here are some ideas to help you do just that. Provided monthly by R.E.A.P.S., we hope they inspire you to create change!

GREEN TIP #51:

July 2014

Long Live the Pen

Pens, we use the daily in order to write something down, but occasional we run into that one pen that has run dry. Sometimes it has been our faithful pen that we have used everyday and has finally run out or ink but it can also be a pen that you have never used that has failed you. By changing how we use our pens we can ensure that they have the longest life possible and do not run dry prematurely.

If you tend to be the type of person that only uses one pen at a time do not have extra pens lying around. A forgotten pen will begin to dry out because it is not being used. By ensuring that you do not have a large surpass of pens everywhere you can make sure that no pen ends up never getting used and drying out.

Sometimes our pens dry out and sometimes they clog. We have all experienced a pen that has a large clog at its tip that results in there being a large smear of ink across your page. Not only is there extra ink all across your page but it can make it harder to write over time. To ensure that your pens do not clog up you can wipe them with a clog after using them. Also storing your pens with the tips facing up will help prevent a clog.

Finally keep all of your pens (also markers and glue sticks) in a dark cool place. If these items are keep in a bright warm area they are more likely to dry out early. Keeping them inside a desk drawer or a closet should do the trick.



Do you have any questions or suggestions? Call or email us at green_solutions@reaps.org!