

2014 STATE EMPLOYEE CALENDAR

Pay Period Ends ■ Paydays ■ Holidays ■

JANUARY 2014						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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STATE PRINTING &
GRAPHIC DESIGN SERVICES
A DIVISION OF GENERAL SERVICES DEPARTMENT

2641 Siringo Road
Santa Fe, New Mexico 87505
505-476-1950 • Fax: 505-476-1958
www.generalservices.state.nm.us/printing

HEADING IN A NEW DIRECTION

YOUR BEST AND EASIEST SOURCE FOR PRINTING AND DESIGN.

PRINTING SERVICES • STATUTORY AUTHORITY: SECTION 9-17-3 NMSA 1978.

The use of services from State Printing & Graphic Design Services (SPGDS) is an approved choice of service to the use of New Mexico statewide price agreements. Printing services obtained from State Printing and Graphic Design Services (SPGDS) are exempt from the Procurement Code, consistent with 13-1-98(A) NMSA 1978, and are not subject to dollar or term limitations.

NO PRICE QUOTES REQUIRED / E-BILLING.

**The State of New Mexico's
Centralized Print Facility.**

Graphic Design
Color or B/W Digital
Printing
Displays & Exhibits
Large Format Graphics

CD Printing & Duplicating
Mounting & Laminating
Vehicle Graphics
Scanning

2015

JANUARY

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FEBRUARY

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OCTOBER

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NOVEMBER

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DECEMBER

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My Recycling & Waste Reduction Check List

- Make sure my Department has a recycling program and coordinator
- Double-side all printed and photocopied documents
- Print forms as needed rather than stockpiling hard copies
- Use e-mail to send official memos
- Use e-mail or scrap paper for internal memos
- Proof documents on screen
- Create routing slips to distribute information vs. giving each person a copy
- Use smaller margins and less white space in documents
- Use scrap paper for notes, drafts, and memo pads
- Print drafts on the back side of paper that has already been used
- Have a box or bin to collect copy/printing paper for reuse
- Separate recyclables—contaminated loads end up in landfills
- Promote and use recycled content paper
- Recycle soft-drink, water, and juice cans and bottles purchased from vending machines
- Use fax transmission stickers instead of a full-page coversheet
- Recycle newspapers generated in the office
- Reuse file folders, paper clips, rubber bands, etc
- Print addresses directly onto envelopes instead of using labels
- Subscribe to online rather than print publications
- Obtain reference manuals on CD rather than in book form
- Use the Internet to distribute reports and catalogs.
- Route mail in inter-office envelopes or in reusable mail pouches.
- Share waste prevention ideas with your co-workers
- Reuse envelopes, boxes, and packaging materials
- Donate old magazines to hospitals, nursing homes, or non-profit groups
- Save old newspapers and reuse for packaging
- Use mechanical pencils and refillable pens and tape dispensers
- Bring personal mugs or cups for beverages
- Bring lunch in reusable containers or bags

IT'S A STATE OF MIND

STate Agency Recycling Team
Reduction **STARTs** with You
Reuse **STARTs** with You
Recycling **STARTs** with You