



NEW MEXICO
STATE
PRINTING & GRAPHICS
A DIVISION OF GENERAL SERVICES DEPARTMENT

Did You Know?

We do:

- Graphic Design
- Offset Printing
- Displays & Exhibits
- Large Format Graphics
- Color Digital Printing
- Black/White Digital Printing
- CD Printing & Duplicating
- Mounting & Laminating
 - Vehicle Graphics
 - Scanning
 - Bindery

AND MUCH MORE!

Make the Switch!

SUPPORT NEW MEXICO
PRINT IN NEW MEXICO

STATE PRINTING & GRAPHIC DESIGN SERVICES
2641 Silingo Road • Santa Fe, New Mexico 87505
505-476-1950 • www.generalservices.state.nm.us/printing/

For information contact us at
505-476-1950, visit our NEW website:
www.generalservices.state.nm.us/printing/
or stop in and see us and our facility!

2012 STATE EMPLOYEE CALENDAR



NEW MEXICO
GENERAL SERVICES DEPARTMENT

Pay Period Ends ■ Paydays ■ Holidays ■

JANUARY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 2012						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2012						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2013

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

Questions? Call (505) 827-0129