

Office of Campus Energy and Sustainability

Junk Mail Reduction Program

It ' s good to recycle your junk mail. It ' s even better to stop getting it.

We are excited to announce that the Office of Campus Energy and Sustainability at Illinois Institute of Technology has started an initiative to reduce the amount of unsolicited mail our campus receives. In an effort to bring unsolicited mail under control, we are requesting your department's participation in this program.

What is Junk Mail?

All mail that you do not want to continue to receive is Junk Mail: magazines, catalogs, and solicitations. Unwanted mail for former employees also qualifies for the Junk Mail Program.

Program Details:

- Place all unwanted mail in an interoffice envelope addressed to "Facilities-JUNK."
- Please DO NOT cross out the name or address with marker as we need to read the entire address. Also, do not stamp anything directly on the label.
- Return envelopes UNOPENED IF POSSIBLE with contents included.
- Place your junk mail in the outbox for interoffice mail and the IIT post office will deliver it to us for processing.
- Our office will remove the addressee from the companies' mailing lists.

Want to eliminate junk mail at home? Try the PaperKarma App:

Now you can control your mailbox and stop unwanted paper mail - using your phone! PaperKarma lets you take photos of the unwanted mail you want to stop. Snap a photo, and you're done. This application will contact the company and remove you from their distribution list. Visit www.paperkarma.com to learn more.

Thank you!

Office of Campus Energy and Sustainability-Illinois Institute of Technology
Questions about this program? Reach the recycling team at:

Email: recycling@iit.edu

Phone: 312-567-3447

