

# ***\*\*Please Post in Mail Room\*\****



Looking for new ways to be green? How about reducing the amount of unwanted mail that your department receives each day? And since it's almost impossible to eliminate all of it, we've included ideas on what to do with the rest of it.

## **Catalogs, Journals, and Other Types of Standard Mail**

Go online, call, write, or fax the company asking them to remove your name from their list. If you write or fax, attach the mailing label from the publication at the bottom of the letter. If several catalogs come to the same address but to different names, a request must be made to remove each name from the list. For more information, go to:

[www.recycle.msu.edu/reduction/junk-mail.html](http://www.recycle.msu.edu/reduction/junk-mail.html)  
[www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm](http://www.ftc.gov/bcp/edu/pubs/consumer/alerts/alt063.shtm)  
[www.catalogchoice.org](http://www.catalogchoice.org)

## **Spam Faxes**

For information on reducing or eliminating unsolicited facsimile (fax) advertisements, see:  
[www.fcc.gov/cgb/consumerfacts/unwantedfaxes.html](http://www.fcc.gov/cgb/consumerfacts/unwantedfaxes.html)

## **Redirecting Unwanted Mail**

Go to <http://mailprocessing.usd.msu.edu/UnwantedMail.htm> for instructions on how to redirect mail within the university. You will also find downloads for flyers you can attach to unwanted bundles of mail to be returned to the East Lansing Post Office.

## **Recycling**

You've tried to keep it from coming here in the first place. You've redirected as much as you can. But, there's still unwanted mail left over. Now what?

The last option is to recycle as much as you can. For proper disposal of unwanted mail, refer to the instructions posted by the recycling bins in your building.

113 Angell Building, East Lansing, MI 48824-1234  
517.884.6084 • [mailprocessing.msu.edu](http://mailprocessing.msu.edu)