

Green

at the office



- Organize electronically. Stop printing out e-mails, and try to save documents on CDs or flash drives to cut down on printing and paper.
- Use recycled or chlorine-free paper in printers and fax machines. Also, program these machines to print on both sides of paper when using.
- Use soy-based ink in printers, instead of petroleum-based, whenever practical.
- Update mailing lists often to eliminate incorrect addresses and wasted paper.
- Keep a recycling bin in every office or at every workstation.
- Choose vendors who use renewable energy, or urge your current vendors to do so.
- Don't use screensavers on your computer monitor. These actually use more energy than setting your computer to "sleep" after a few minutes without use.
- Perform an audit of your company's environmental practices. You can use an outside company or a university professor of environmental studies, either will offer you suggestions on how to operate more greenly.
- Recycle your cans, plastic and glass.
- Remember to turn everything off when you leave for the day, including lights and computers.

