

“GOING GREEN” TIPS

Paper Reduction Tips from The National Resource Defense Council

- Use email instead of paper or faxes whenever practical, both for internal memos and for communications with clients and customers.
- Don't print email messages. Put the words "Don't print this email unless you really need to" at the bottom of all emails.
- Print less: Keep mailing lists current. Don't print more copies than you need.
- Reuse what you can. Stock your fax machine with paper already printed on one side; reuse envelopes and boxes if possible; re-use one-sided "draft" paper in your printers.

Printers and Copiers

- When printers and copiers need to be replaced, reduce the number of printers you buy to save money, energy and office space. Purchase units that can print on both sides of a sheet of paper. Then set all computers and copiers to default to double-sided printing.
- Save and collect 8.5 by 11 inch paper that's been printed on one side and designate a paper drawer on each printer (or as many printers as practical) for this paper to print drafts.
- Adjust the house style on word processing programs to use a slightly smaller font and slightly wider margins.
- Work on drafts electronically, using "edit" and "comment" word-processing features, instead of working on paper.

Incoming Mail

- Cut down on the number of periodical subscriptions you buy. Survey to see who subscribes to what, then trim duplicates and work out a sharing system. One way to share information is to circulate the table of contents for each periodical.
- Reduce the amount of unwanted mail your company receives. www.catalogchoice.org is an NRDC-affiliated free online service that will help you opt out of receiving unwanted catalogs. www.calrecycle.ca.gov provides more tips on how you can opt out from junk business mail. You can also go to www.stopthejunkmail.com.

Office Kitchen

- Stock the kitchen with reusable mugs, plates, bowls, and utensils to discourage the use of disposable paper and plastic. Consider cloth napkins, or use paper towels with high postconsumer recycled content.
- Encourage employees who carry in lunches to use reusable bags and napkins.
- Encourage the use of tap water instead of bottled water.

Further Tips

On Line Banking

- Pay your bills on line and save paper. Check out www.MyCheckFree.com
- Set up automatic bill paying through your credit card and utility companies.

A Waste-Free Lunch

- Reusable containers and thermoses instead of plastic bags, juice boxes and prepackaged snacks. Bring your own utensils rather than using plastic-ware.

Inflate Your Tires

- Driving on poorly inflated tires wastes gas and produces increased carbon dioxide.

Donate Your Electronics

- Donate your old electronics and computers to schools, churches and childcare centers. Dell, Apple and HP also take back old products.

No Paper Cups

- Bring your own cup, mug or thermos to Starbuck's and you will save 10 cents on your coffee. (Check other local coffee shops, too, as they might offer a cup credit). At work use your own coffee mug and stay away from Styrofoam!

Car Washes

- Commercial car washes use 35 to 85 gallons less per vehicle and many recycle water.

Stock Your Refrigerator

- A full refrigerator uses less energy to keep cool.

Use Cloth Only

- Cut back on paper towels by using old t-shirts, stained baby clothes and old cotton clothing to dust and clean.

Carpool with Co-Workers or Work From Home

- Drive to work with co-workers and create a rotating car pool with other parents so your children can ride to school together.

Size Up Your Family's Impact

- Want to know your impact on the environment? Go to www.Conservation.org/EcoFootPrint to take a free quiz with your family.

Give Away, Don't Throw Away

- Give your unwanted items to others or go to www.FreeCycle.org

Dryer Balls



- Use a dryer ball instead of traditional softener sheets. The balls are designed to reduce drying time and soften fabrics naturally, without chemicals. This is great for sensitive skin or people with allergies.

Switch to Rechargeable Batteries

Buy rechargeable batteries—they may be more expensive up front, but you will save long term. If you do continue to buy non-rechargeable batteries dispose of them properly. You will find local recycling centers at www.Earth911.org.

Further Green Information

- For more ideas on going green visit www.epa.gov or www.sierraclubgreenhome.com