
Sustainability Office Practices

Earth Friendly Products



Introduction

Use Paper Responsibly

- Print and copy double-sided
- Use spell check and proofread before printing
- Save one-sided paper to use for scratch paper, stock fax machines and copy/print as appropriate
- Save paper by design – use narrower margins and smaller fonts as appropriate and use the reduction feature on copiers to fit more on one page
- When you're finished, recycle it!
- Create personal online folders instead of printing and filing all correspondences
- Share magazine and journal subscriptions
- Notify vendors who send each of us the same catalog to send only one publication to one designated staff member
- Serve powder creamer in a stainless steel container.
- If disposables are unavoidable, use paper or wooden products rather than plastic ones.
Styrofoam items are banned from Earth Friendly Product facilities.

Turn off the Lights

- Switch off the lights when leaving a room and at the end of the day

Recycle Paper and More

- Recycle paper, cardboard, glass, metals and plastics

Dispose of Office Waste Responsibly

- Recycle ink cartridges and batteries
- Appropriately dispose of fluorescent light bulbs, computers, electronics and other supplies

Avoid Disposables

- Use eco-friendly cleaning supplies and avoid or limit disposable cleaning products
- Keep and use washable plates and mugs in the office
- Use sponges, cloth napkins and cloth towels instead of paper products
- When disposables are necessary, choose recyclable products and avoid Styrofoam and plastic

Turn On Power-Save Mode

- Use power-save modes on all equipment and appliances when available

Minimize the Use of Air Conditioning

- Turn off air conditioning and open windows on nice days

Turn Off Electronics

- Turn off your computer monitor, printers, speakers and copy machines before leaving each evening – this uses energy even when not in use
- Get rid of screen savers

Commute to Work

- Start a carpool – walk, bike or take public transportation instead of driving. It results in cleaner air

Buy Green

- Buy recycled, remanufactured and recyclable office products and paper goods
- Buy compact fluorescent bulbs instead of incandescent or halogen bulbs

- Buy in bulk – it uses less packaging