

10 Tips For Greening Your Workplace



1. **Adjust the power settings on your computer** By turning off your computer during lunch you can save an average of 100 pounds of Co2 a year.
2. **Think twice before printing** The greenest paper is no paper at all. Review documents onscreen rather than printing them. Send email instead of paper letters.
3. **Recycle paper, cardboard and more** Currently, Americans recycle approximately half of the paper they use, and you can work to recycle even more! Also, recycle plastic, glass, metals, electronics, and batteries.
4. **Green your lunch** Taking your lunch to work in reusable containers may be the greenest (and healthiest) way to eat at work. If you send out for lunch, join coworkers in placing one large order rather than several separate ones. Utilize reusable plates, utensils, and napkins. When going out for lunch, walk or bike instead of driving.
5. **Carpool / bike** Use alternative forms of transportation; bike whenever possible. Combine multiple errands into one trip, frequent nearby shops, and try to group appointments together. Plan the most efficient route, and avoid busy traffic times if feasible.
6. **Work from home** Join the 44 million Americans who telecommute. Use instant messaging, phone, video and web conferencing to make effective telecommuting a reality. Taking online classes or simply working from home will save drive time and spare the air.
7. **Eliminate styrofoam / purchase reusable kitchenware** Reduce landfill waste by using washable dishes and silverware, eliminating polystyrene (Styrofoam) products.
8. **Buy fair trade / organic coffee** Shade-grown coffee is better for the soil and produces better tasting beans. Organic, fair trade coffee also frees workers from the dangers of chemicals while providing farmers a living wage. In addition, shade-grown coffee does not contribute to deforestation, soil erosion, or increases in atmospheric carbon dioxide like other coffee farming practices.
9. **Buy recycled paper** Buy paper with a high percentage of post-consumer content and a minimum of chlorine bleaching. Print on both sides, and use misprints as notepaper. Choose energy efficient printers and photocopiers that make double-sided copies. When shipping packages, reuse boxes and shred waste paper for packing material.
10. **Educate** Talk about sustainability with your co-workers, supervisors and share these tips with your colleagues. Develop a company sustainability policy that involves everyone. Ask the office manager to buy fair trade coffee and make sure everyone has a recycling bin and a waste basket. Bring a mug or glass from home and keep some handy for visitors to reduce and eliminate the use of paper cups.