

10 Ways to Make Your Business Environmentally Friendly

- 1. Turn Off Equipment** when it's not being used. This can reduce the energy used by 25 percent; turning off the computers at the end of the day can save an additional 50 percent.
- 2. Encourage Communications By Email** and read email messages onscreen to determine whether it's necessary to print them. If it's not, don't!
- 3. Reduce Fax-Related Paper Waste** by using a fax-modem and by using a fax cover sheet only when necessary. Fax-modems allow documents to be sent directly from a computer, without requiring a printed hard copy.
- 4. Produce Double-Sided Documents** whenever possible.
- 5. Do Not Leave Taps Dripping;** always close them tightly after use. *(One drop per second wastes ~ 2,600 gallons per year.)*
- 6. Install Displacement Toilet Dams In Toilet Reservoirs.** Placing one or two plastic containers filled with stones [not bricks] in the toilet's reservoir will displace about 1 gallon of water per flush - a huge reduction of water use over the course of a year.
- 7. Find A Supply Of Paper With Maximum Available Recycled Content.**
- 8. Choose Suppliers Who Take Back Packaging For Reuse.**
- 9. Instigate An Ongoing Search For "Greener" Products & Services In The Local Community.** The further your supplies or service providers have to travel, the more energy will be used to get them to you.
- 10. See If Your Existing Office Furniture Can Be Refurbished** before deciding whether you need to purchase new office furniture. It's less expensive than buying new and better for the environment.

Environmentally friendly actions don't have to be large to have an impact.

Consistently reducing the amount of energy, water, and paper our businesses use can make a huge difference, both to the environment and to our pocketbooks. *How much paper would you save over the course of a year, for instance, if you always ran double sided copies?*

... A Small Thing - But A Big Result!