



Green Your Office

- Eliminate unnecessary photocopying and reuse packaging for shipping

- Call your local utility which most likely offers advice on how to reduce energy use and save money

- Improve insulation and install timers to turn lights off automatically

- Encourage e-mailing. When paper is necessary, photocopy on both sides and use old letterhead for scratch

- Provide reserved parking for carpoolers. Offer transit passes to employees who take the bus or subway and bike racks for cyclists. Let workers telecommute

- Teleconference instead of traveling. For must-go trips, keep track of the miles driven and flown and buy "carbon offsets" from a reliable company or nonprofit to make up for the greenhouse gas emissions

- Tell suppliers that you're interested in sustainable products and set specific goals for buying recycled, refurbished, or used. Make the environment, and not just price, a factor when purchasing

- Many offices have toxic substances, such as used batteries and copier toner, at hand. Talk to suppliers about alternatives to toxics, and make sure you properly dispose of the ones you can't avoid using

- Consider the petroleum it takes to ship and receive products. Evaluate the impact of products you buy or sell, and find ways to mitigate that impact

- Create a team to lead the company's eco-efforts and determine where you can have the biggest impact for the least amount of money

- Inform suppliers and customers about your efforts. And get in touch with local regulatory agencies, many of which offer financial incentives to businesses that clean up their acts

