



Keeping It Green Together



“Let every individual and institution now think and act as a responsible trustee of Earth, seeking choices in ecology, economics and ethics that will provide a sustainable future, eliminate pollution, poverty and violence, awaken the wonder of life and foster peaceful progress in the human adventure.”

— *John McConnell, founder of International Earth Day*



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3 Steps to “Green”

1. Recycle



Typical Office Recyclables

- Office papers
- Newspapers and magazines
- Shipping boxes
- Packaging materials (“peanuts” & bubble wrap)
- Glass/plastic/aluminum containers
- Printer cartridges



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A typical business generates about 1.7 pounds of material per employee per day, much of it recyclable, high-grade paper.

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Keep It Clean

- Food (cups, plates and wrappers)
- Tapes and adhesive labels
- Medical waste
- Photographs and foil
- Deeply dyed papers
- Rubber bands, metal fasteners & staples
- Glass, aluminum and plastic wrap



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3 Steps to “Green”

1. Recycle
2. Reduce waste



Around the Office

- Use ceramic instead of paper coffee cups.
- Use rechargeable batteries.
- Buy remanufactured fax, ink jet and toner cartridges and return them for recycling.
- Buy in bulk and only what you need.
- Reuse boxes and packing materials.



Technical Solutions

- Use e-mail and voice mail to communicate with colleagues.
- Proofread documents on your computer before printing.
- Save documents electronically.



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3 Steps to “Green”

1. Recycle
2. Reduce waste
3. Be energy efficient



Lighting

- Use fluorescent bulbs; dispose of properly.
- Turn off lights in unoccupied spaces.
- Use timers.



Heating and Cooling

- “Set back” thermostat.
- Check duct work.
- Seal cracks and joints.
- Add weather stripping, caulk.
- Keep doors and windows closed.



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Energy efficiency: Using your building's individual components to do the same job as less efficient components for less money over the long-term.



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1. Pre-plan with “green” in mind.
2. Reduce number of printed pieces.
3. Use paper wisely.
4. Choose “smart” inks.
5. Watch binding, finishing.



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Two Myths About Recycled Paper

- Eco-friendly paper means lower quality.
- Printing “green” is more expensive.



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- Recovered paper supplies more than 37% of the raw material used to make new paper products.
- Every ton of paper recycled saves 3.3 cubic yards of landfill space.

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Keep an eye on your mailing list.

- Target
- Track
- Measure



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Thank you!

