

How to Green Your Business



- Turn off equipment when it's not being used. This can reduce the energy used.
- Encourage communications by email, and read email messages onscreen to determine whether it's necessary to print them.
- Reduce paper waste by using a fax-modem and by using a cover sheet only when necessary. Fax-modems allow documents to be sent from a computer electronically.
- Produce double-sided documents whenever possible.
- Do not leave taps dripping; always close them tightly after use. (One drop wasted per second wastes 2,600 gallons per year.)
- Place two plastic containers filled with stones in the toilet's reservoir to displace about one gallon of water per flush.
- Find paper with maximum available recycled content.
- Choose suppliers who take back packaging for reuse.
- Instigate an ongoing search for "greener" products and 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.
- Before deciding whether you need to purchase new office furniture, see if your existing office furniture can be refurbished or see if you can

buy used furniture. It is better for the environment.

- Use teleconferencing services. Meet green by choosing remote collaboration methods via phone, video, and online.
- Use eco-friendly office cleaning products.
- Contact your utility company to arrange for a free (or inexpensive) energy audit. An engineer will examine your operations and provide you with a detailed report about how your company can save on energy costs, from rebates to improved maintenance.
- Recycle paper, plastics, cardboard, glass, cans, etc. used by your office.
- Ideally, work toward establishing a smoke-free workplace. Locate any designated smoking areas away from doorways and windows.
- Decorate with plants to remove small amounts of toxins from the air. Drain excess water out of saucers.
- Maintain a clutter-free workplace, and use closed containers for shelf and closet storage.
- Keep air returns free from blockage by furniture or clutter.

This information is provided as a community service of ARCHS' St. Louis Area Communities Against Toxics (SLACAT) Community Partnership.

For more information refer to www.stlarchs.org.

