

SUSTAINABILITY - AT WORK

Waste reduction, energy conservation, and a healthier work environment are good for the environment and your company's bottom line.

3 Small Steps YOU Can Take

1. Establish a recycling program.
2. Replace T-12 florescent bulbs with energy-efficient T-8 and T-15 bulbs
3. Install occupancy sensors in bathrooms and utility closets.

Additional Small Steps YOU Can Take

Action	Benefits					
	Water Supply	Water Quality	Energy Supply	Air Quality & Climate Protection	Waste & Toxics Reduction	Habitat and Wildlife Protection
Establish a recycling program in your workplace.					X	
Print double-sided.					X	
Use recycled paper.					X	
Install a bike rack for employees who bike to work.		X		X	X	
Using energy efficient LED lights in your EXIT signs.			X	X	X	
Install occupancy sensors to reduce energy use in rooms such as bathrooms and utility closets.			X	X	X	
Replace regular light bulbs with compact fluorescents (CFLs).			X	X	X	
Replace T-12 light bulbs with T-8s and T-15s.			X	X	X	
Turn off your computer at night.			X	X	X	

Encourage employees to <u>carpool</u> , <u>ride the bus</u> , <u>walk</u> , and <u>bike to work</u> .			X	X	X	
Replace part of your vehicle fleet with alternative fuel vehicles .			X	X	X	
Establish a "Green Team" in your workplace to organize and focus recycling, energy efficiency, and waste reduction efforts.	X	X	X	X	X	X
Use only environmentally friendly cleaning products.		X			X	
Purchase compostable silverware, plates and napkins.					X	X
Recycle used toner and ink cartridges.					X	X