

## Commuting and Travel

- Walk or ride a bike to work if possible.
- Carpool with your neighbors or coworkers.
- Use transit options - bus, park and ride, light rail.
- Telecommute - work from home whenever possible.
- Work four 10-hour days instead of five 8-hour days.
- Keep your car maintained - check tire pressure and filters.
- Drive an eco-friendly/low-fuel vehicle - electric, hybrid, motorcycle, scooter.
- Use trains or buses instead of air travel if possible.
- Web-conference instead of traveling to business meetings
- Choose meeting locations that minimize travel requirements.
- Attend online webinars for training instead of traveling.

## Meetings and Office Communications

- Conduct meetings via teleconferencing or web-conferencing to minimize travel.
- Use electronic presentations instead of printing handouts.
- Have attendees bring their laptops. E-mail agendas or meeting materials to them prior to meetings instead of printing them.
- Post notices in common areas instead of distributing copies.
- Avoid printing out e-mail. Organize memos and documents on your computer instead of using hard copies.
- Add a tag line to your e-mail signature that encourages recipients to think before printing e-mail messages.
- Distribute documents to coworkers as PDF files via e-mail instead of printing and handing out hard copies.

## Computers and Office Equipment

- Shut down computers and office machines after hours. Be sure computers remain on during times set aside for automated backup and software updating.
- Use energy efficient flat-screen monitors instead of CRTs.
- Set monitors to shut off during periods of inactivity. Screen savers do not conserve energy.
- Recycle or donate used computers, printers, rechargeable batteries, digital devices such as PDAs, cell phones or pagers.
- Use laptops instead of desktop computers to conserve energy.
- Replace hard copy fax machine with digital fax on computers.
- Preview documents before printing to eliminate printing errors and printing of unneeded blank pages.

## Document Management

- Keep documents stored on computers instead of paper.
- Distribute documents as PDF files instead of printing them.
- Set printers to print on both sides of paper.
- Reuse one-sided printouts as scratch paper.
- Avoid making photocopies of easily accessible records.
- Opt out of junk mail. Contact the sender and get removed from mailing lists. Do the same for junk e-mail.
- Print in draft mode or black and white to conserve ink.

## Office Environment and Supplies

- Buy recycled copier paper, envelopes, paper towels and toilet paper with high post-consumer content.
- Replace incandescent bulbs with LCD or fluorescent lighting.
- Turn off lights in rooms when no one is using them.
- Put paper and aluminum recycling bins in offices and break rooms. Make sure housekeeping is recycling the materials.
- Turn off task lighting, copiers and printers at night.
- Recycle printer, copier and fax machine toner cartridges.
- Use washable dishes and coffee mugs instead of disposables.
- Buy organic/Fair Trade coffees
- Use a water filter to provide drinking water instead of bottles.
- Use smart power strips to unplug microwaves, coffee makers, calculators, phone chargers and other devices at night.
- Purchase supplies from vendors who follow environmentally sound practices.
- Donate unwanted office furniture, equipment and supplies.