

The Sierra Club



Publish **Responsibly**

Practical solutions for environmentally
conscious organizations

Ways to Green at Work



Be bright about light

- Make it a habit to turn off the lights when you're leaving any room for 15 minutes or more.
- Use natural light when you can.



Be bright about light

- Make it a policy to buy Energy Star-rated light bulbs and fixtures, which use at least two-thirds less energy than regular lighting.
- Install timers or motion sensors that automatically shut off lights when they're not needed.



Maximize computer efficiency

- Make it a habit to turn off your computer—and the power strip it's plugged into—when you leave for the day.
- During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by 70 percent. Remember, screen savers *don't* save energy.



Maximize computer efficiency

- Make it a policy to invest in energy-saving computers, monitors, and printers.
- Make sure that old equipment is properly recycled. Look for a recycler that has pledged not to export hazardous e-waste.



Print smarter

- Make it a habit to print on both sides or use the back side of old documents for faxes, scrap paper, or drafts.
- Avoid color printing and print in draft mode whenever feasible.



Print smarter

- Make it a policy to buy elemental chlorine-free paper with a percentage of post-consumer recycled content.
- Recycle toner and ink cartridges and buy remanufactured ones.



Choose appropriate media

- Make it a habit to think before you print: could this e-mail be read and deleted?
- Make it a policy to post employee manuals and similar frequently updated materials online



Go paperless when possible

- When you receive unwanted catalogs, newsletters, magazines, or junk mail, request to be removed from the mailing list before you recycle the item.



Ramp up your recycling

- Make it a habit to recycle everything your company collects.
- Just about any kind of paper you would encounter in an office, including fax paper, envelopes, and junk mail, can be recycled.



Ramp up your recycling

- Recycle your old cell phone, PDA, or pager.
- Make it a policy to place recycling bins in accessible, high-traffic areas and provide clear information about what can and cannot be recycled.



Watch what (and how) you eat

- Make it a habit to bring your own mug and dishware for those meals you eat at the office.
- Make it a policy to provide reusable dishes, silverware, and glasses. Switch to Fair Trade and organic coffee and tea.
- Provide filtered drinking water to reduce bottled-water waste.



Rethink your travel

- Make it a habit to take the train, bus, or subway when feasible instead of a rental car when traveling on business.
- If you have to rent a car, some rental agencies now offer hybrids and other high-mileage vehicles.



Rethink your travel

- Make it a policy to invest in videoconferencing and other technological solutions that can reduce the amount of employee travel.



Reconsider your commute

- Make it a habit to carpool, bike, or take transit to work, and/or telecommute when possible.
- Make it a policy to encourage telecommuting.



Reconsider your commute

- Make it easy for employees to take alternative modes of transportation by subsidizing commuter checks, offering bike parking, or organizing a carpool board.



Create a healthy office environment

- Make it a habit to use nontoxic cleaning products.
- Brighten up your cubicle with plants, which absorb indoor pollution.



Create a healthy office environment

- Make it a policy to buy furniture, carpeting, and paint that are free of volatile organic compounds (VOCs) and won't off-gas toxic chemicals.