

Easy ideas to help you go **GREEN**

Just taking a little bit of your time can save you bucks, and help the planet, too.

For the Business:

1. Purchase as many supplies locally as possible.
2. Avoid aerosols and other ozone-depleting chemicals.
3. Replace chemical cleaning agents with natural, biodegradable, phosphorous free cleaning solutions.
4. Establish your baseline - you can't reduce what you don't measure.
5. Always provide a quote for the most environmentally friendly solution along with the quote that matches the customer's spec.
6. Explore stacking pallets where possible so trucks can carry more cargo.
7. Make two-sided prints and copies in your office – re-use blank backs whenever you can.
8. Use scan-to-e-mail instead of faxing.
9. Use the Internet and e-mail to deliver soft proofs to clients.
10. Upgrade old equipment with more-efficient products will save energy.
11. Replace stand-alone office products with multifunction systems.
12. Rent tradeshow booths to eliminate the impact of the build process.
13. Design a “lighter” tradeshow booth that requires fewer people to transport and setup and is lighter to ship.
14. Use and recycle environmentally-friendly light bulbs.
15. Convert to wind power by buying renewable energy credits.
16. Take advantage of local electricity programs to conserve energy during peak hours and/or seasons.
17. Implement LED lighting where practical.
18. Reduce energy consumption by powering equipment down when not in use, or at the end of the day.
19. Turn part of your lawn into a natural meadow, eliminating the need for watering, herbicides, and pesticides, or turn part of your lawn into employee garden plots.
20. Plant trees around your building.
21. Encourage employees to join a CSA farm - *Community Supported Agriculture* - a cooperative effort between consumers and farmers.
22. Become active in community and industry organizations that reflect your company's values.
23. Encourage and reward customers for participating in environmental programs.
24. Educate customers who are largely unaware of green products.
25. Be honest - no greenwashing, no hedging.
26. Provide fair-trade coffee and tea for employees.
27. Encourage employees to bring and use ceramic mugs.

28. Create a sustainability council and office green teams to ensure that the company is meeting its principles of sustainability.
29. Offer employees green stocks for their 401(k)s.
30. Replaced disposable dishes and utensils in the cafeteria/break room with ceramic and metal.
31. Sponsor fairs or “*Brown Bag Lunches*” that educate your employees about environmentalism.
32. Encourage telecommuting or commuting on a bike.
33. Make someone responsible for seeing that you achieve your environmental goals - your own environmental czar!
34. For employees that live in a densely populated area, provide staff with an employee bus.
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For the Home:

1. Set your thermostat a few degrees lower in the winter and a few degrees higher in the summer to save on heating and cooling costs. Adjust it by just one degree for eight hours a day, and you could save 1 percent on your monthly heating bills. Do it for 24 hours and save 3 percent. Try setting the temp at 70 degrees during the day and 62 at night during winter (and 78 or higher come summer). Heating and air-conditioning account for nearly half the energy used in our homes, so every little bit less you use makes a dent.
2. Open blinds or drapes to let in natural solar heat on cold days, then close them once the sun sets, and you can reduce your heating bills by 10 percent. You can also cut your cooling costs by up to 33 percent in the summer by blocking out sunlight with exterior blinds, shutters, or awnings. To keep rooms bright, paint or paper with light or reflective colors.
3. Install compact fluorescent light bulbs (CFLs) when your older incandescent bulbs burn out.
4. Unplug appliances when you're not using them. Or, use a "smart" power strip that senses when appliances are off. Many appliances use electricity even when they're turned off. It's called a phantom load, or vampire electricity, and as much as 75 percent of the electricity used by home electronics and small appliances is used while they're turned off. The Ohio Consumers Council estimates that it costs consumers \$40 to \$100 a year.
5. Make sure furnace filters in forced-air systems are clean. Dirty furnace filters restrict airflow and increase energy use. Cleaning them, or swapping them out each month during the winter, can save you up to 5 percent on your heating costs. Also schedule an annual checkup before the heat comes on to see that the furnace is properly calibrated.
6. Wash clothes in cold water whenever possible. As much as 85 percent of the energy used to machine-wash clothes goes to heating the water.
7. Turn down the hot water tap for the washing machine so less goes into the warm-water cycle. Perspiration and most other dirt dislodge best at body temperature, so you don't need water that's warmer than 100 degrees. Since

most washers simply open both the hot and cold taps to make "warm" water, it may take longer to fill the machine. But you'll save about \$40 annually on your water-heating bill.

8. Use a drying rack or clothesline to save the energy otherwise used during machine drying. If you must use a dryer, consider adding dryer balls to cut drying time. And always clean your lint trap before each use - You'll save up to 5 percent on your electricity bill -- which could mean an energy-equivalent savings of 350 million gallons of gasoline per year if everyone did this. Also, run your dryer during off-peak hours. Check with your utility company to see if they offer discounted rates during off-peak hours and verify when those hours are. Better yet, use a clothesline.
9. Take shorter showers to reduce water use. This will lower your water and heating bills too.
10. Install a low-flow showerhead. They don't cost much, and the water and energy savings can quickly pay back your investment. Try this: Place a 1-gallon bucket under the running water, then see how long it takes for it to fill up. If it's less than 20 seconds, replace the showerhead with one that sprays 1.5 gallons per minute. That could save as much as 14,600 gallons of water a year--especially if you limit your showers to 10 minutes. It will also save you \$22 on your annual water bill, and \$150 per year on water heating.
11. Turn your water heater's temperature setting down from the standard 140 degrees F to 120 degrees. Not only will this save you some bucks, it'll also slow down mineral buildup and corrosion, prolonging the life of your tank. Since a new water heater costs about \$900 installed, each additional year of use saves you money as well.
12. Install a faucet aerator on each faucet. These inexpensive appliances conserve heat and water, while keeping water pressure high.
13. Turn off the water while you brush your teeth. You'll conserve up to five gallons of water per day -- which could add up to 1.5 billion gallons that could be saved across the country each day -- more than enough for all of New York City. A family of four could save almost 7,500 gallons a year.
14. Fix that leaky faucet or pipe. Leaks can waste up to 5 gallons of water a day--and 1,800 gallons a year. While you won't notice much of an increase on your water bill (around \$3 annually), if an overlooked leak soaks through your kitchen floor, you could wind up with a \$1,000 repair job--money that could have been saved by simply replacing a 50-cent washer.
15. Test your toilet for leaks. Pour food coloring into the water in the tank, wait two hours, then check to see if any color has seeped into the bowl. If it has, your tank's flapper is leaking, either from mineral buildup or worn parts. After you flush the dye away so it doesn't stain, head to the hardware store for a replacement flapper assembly for instructions on how to install it). Toilet leaks waste up to a gallon of water per minute. That's more than 43,000 gallons a month.
16. Plant drought-tolerant native plants in your garden. Many plants need minimal watering. Find out which occur naturally in your area.

17. Set up a compost bin. Composting is a relatively easy and inexpensive way to reduce the amount of garbage your household produces. Through composting, yard waste such as leaves, grass clippings and food wastes such as vegetable scraps can be turned into a nutrient-rich soil amendment that reduces the need for commercial chemical fertilizers in home gardens. Check with your local disposal company to see if they offer composting supplies or pick-up. You can also make your [own](#).
18. Walk or bike to work. This saves on gas and parking costs while improving your cardiovascular health and reducing your risk of obesity.
19. Consider telecommuting if you live far from your work. Or move closer. Even if this means paying more rent, it could save you money in the long term.
20. Lobby your local government to increase spending on sidewalks and bike lanes. With little cost, these improvements can pay huge dividends in bettering your health and reducing traffic.
21. Everyone has at least a few items that they don't really want but can't bear to throw away. Freecycle it. Freecycling is giving something to someone who will use it -- for free -- instead of throwing it in the garbage. (To find or start a local group, visit freecycle.org). It's simple: post a message on your local freecycle group's Web site, decide who will get your item, then arrange a pick up time. Members give and get everything from moving boxes to cabinetry.
22. Use commercial car washes. If every American who currently washes a vehicle at home chose instead to go to a professional care wash -- just once -- up to 8.7 billion gallons of water could be saved, and some 12 billion gallons of soapy polluted water could be diverted from the country's rivers, lakes and streams.

For the Kitchen:

1. If you eat meat, add one meatless meal a week. Meat costs a lot at the store - and it's even more expensive when you consider the related environmental and health costs.
2. Buy locally raised, humane, and organic meat, eggs, and dairy whenever you can. Purchasing from local farmers keeps money in the local economy.
4. Whatever your diet, eat low on the food chain . This is especially true for seafood.
5. Educate yourself on what are “good” ingredients for your health, and stick to that.
6. Use the right-size pot on your burners. You could save about \$36 annually for an electric range or \$18 for gas. And don't bother pre-heating if you are broiling, roasting or baking a dish that will cook for an hour or more. Don't preheat for more than 10 minutes for breads and cakes. And when roasting meats or baking casseroles, turn off the oven 10 minutes to 15 minutes before cooking time runs out; food will continue to cook without using the extra electricity. By reducing the time your oven is on by one hour per year, you'll save an average of 2 kWh of energy. If 30 percent of U.S. households did this, 60 million kWh of energy could be saved.

7. Skip the bottled water. Use a water filter to purify tap water instead of buying bottled water. Not only is bottled water expensive, but it generates large amounts of container waste. Bring a reusable water bottle, preferably aluminum rather than plastic, with you when traveling or at work.
8. Stick an appliance thermometer in a glass of water in the center of your refrigerator, or between frozen goods in the freezer, overnight. Your fridge temp should be between 37 and 40 degrees F (no more, to keep bacteria at bay); your freezer between zero and 5 degrees. If either compartment is too cold, adjust the setting, since keeping them just 10 degrees colder than necessary can boost your energy consumption by up to 25 percent.
9. Slip a dollar bill between the rubber gasket on your freezer and fridge doors and the frame, then close the door and tug on the buck. Notice any resistance? If not, the seal's not tight enough and cold air is probably leaking out, making your fridge work harder to stay cool. Try this on all four sides of the door.
10. Clear out that second fridge or freezer in the garage or basement. Then banish the appliance to the recycling center. Getting rid of either one can save you more than \$200 a year, especially if it's an old, inefficient model.
11. Move your refrigerator out of direct sunlight or away from the range. The heat from either will force a refrigerator compressor to use more energy than necessary. A fridge uses up to 2.5 percent more power for each degree the surrounding temperature is above 70 degrees. So moving it out of a 90-degree spot can save you as much as \$70 a year. If you can't move it, at least block any sunny window with curtains and put as big a buffer as you can between it and the range.
12. Only wash full loads in your dish washer. It is far more efficient than washing the same number of dishes by hand. This is especially true if you have an Energy Star dishwasher, which requires an average of 4 gallons of water per load, compared with the 24 gallons it takes to do them in the sink. Using one will save you 5,000 gallons of water, \$40 in utility costs on average, and 230 hours of your time each year.

For Shopping:

1. Go online to find new or gently used secondhand products. Whether you've just moved or are looking to redecorate, consider a service like [craigslist](#) or [FreeSharing](#) to track down furniture, appliances, and other items cheaply or for free.
2. Check out garage sales, thrift stores, and consignment shops for clothing and other everyday items.
3. Borrow instead of buying. Borrow from libraries instead of buying personal books and movies. This saves money, not to mention the ink and paper that goes into printing new

books. Share power tools and other appliances. Get to know your neighbors while cutting down on the number of things cluttering your closet or garage.

4. Buy smart - buy in bulk. Purchasing food from bulk bins can save money and packaging.
5. Wear clothes that don't need to be dry-cleaned. This saves money and cuts down on toxic chemical use.
6. Invest in high-quality, long-lasting products. You might pay more now, but you'll be happy when you don't have to replace items as frequently (and this means less waste!).
7. Keep electronics out of the trash. Keep your cell phones, computers, and other electronics as long as possible. Donate or recycle them responsibly when the time comes. E-waste contains mercury and other toxics and is a growing environmental problem.
8. Check your local government to see if they have an electronics recycling and hazardous waste collection event.
9. [Make your own cleaning supplies](#). The big secret: you can make very effective, non-toxic cleaning products whenever you need them. All you need are a few simple ingredients like baking soda, vinegar, lemon, and soap. Making your own cleaning products saves money, time, and packaging-not to mention your indoor air quality.

For your Workshop:

1. Figure out which cordless tools (like drill/drivers) get the most use, then unplug the chargers on all the rest. Most cordless tools have nickel cadmium (NiCad) batteries, which will hold some charge for up to a year. They lose 15 to 20 percent of their juice each month, but only take a couple of hours to power up again. Newer tools with lithium ion batteries lose just 2 to 5 percent of their charge each month, so they'll be ready to go even if you haven't charged them in ages.
2. Take the superfine shavings captured by your dust collection system, wet them down, then push them around with a stiff broom to sweep your concrete garage or workshop floor. The mix is as good as a power-guzzling shop vac at picking up dust but doesn't swirl it into the air.
3. Try consolidating lights in your shop area. One 100-watt incandescent emits more light than two 60-watt bulbs combined but requires 17 percent less power. The 100-watter also uses the same energy as four 25-watt bulbs, but pumps out twice as much light. Just be sure your bulbs don't exceed the maximum wattage recommendation for each fixture.
4. Save the plastic containers your take-out food came in--which can't be recycled in most municipal waste systems--and use them to organize your nails, screws, and leftover paints. Not only does their tight seal help preserve solvents, but the see-through containers stack neatly and display contents clearly.
5. Save used paint thinner by allowing the dirty solvent to sit overnight. The sludge will settle to the bottom of the jar, leaving a layer of clear thinner on top. Carefully decant the clear thinner into a clean jar, and reseal it for future use. Be sure to dispose of the leftover sludge at a hazardous-waste-disposal site--never down a sink drain or into a street gutter.

- 6.** Store paint cans upside down so the solvents--which separate and rise to the top--get trapped under the bottom of the can. Not only will paint last longer, but solvents won't be able to slowly seep out through the lid this way.
- 8.** Invest in an inexpensive battery tester, then set up a "battery center" where you can store new cells, check used ones for power, and set aside those that have burned out and have to be recycled. A designated collection spot will deter you from throwing bad batteries in the garbage. Once or twice a year, you just take the pile to your town's recycling center.