

REDUCE AT THE SOURCE: SAVE RESOURCES AND MONEY!

REDUCING PAPER:

- Correspond through e-mail
- Print as little as possible
- Print double-sided
- Use an online database to store documents instead of a paper filing system

PURCHASING:

- Request minimal packaging from suppliers
- Purchase in bulk to save packaging (i.e. cardboard)
 - Chemicals, condiments, cleaning supplies, etc.
- Purchase cleaning supplies in concentrated forms to reduce packaging (i.e. plastic jugs)

DONATE/RECYCLE:

- Donate leftover food to local shelters
- Donate working electronics and recycle broken electronics
- Donate furniture (when possible)
- Recycle cooking oil
- Recycle all chemical possible

REUSABLE MATERIALS:

- Use coasters or reusable napkins instead of paper napkins
- Use reusable rather than disposable plates and cutlery
- Use fountain machines rather than selling bottled beverages
- Use air dryers or cloth towels rather than paper towels
- Reuse containers when possible
- Use refillable bottles
 - Water, bathing products, cleaning products, etc.

OTHER GREEN PRACTICES:

- Use companies that practice green work methods
 - Landscaping, cleaning, and other services
- Consider on-site composting or grasscycling
- Encourage green practices
 - Provide option to opt out of sheet and/or towel changes (hotels)
 - Remind employees/guests to turn off lights after leaving a room
- Unplug electronics/appliances that are not constantly used or install a power strip so that multiple devices can be shut off all at once.
- Bring reusable bags with you when you go shopping