



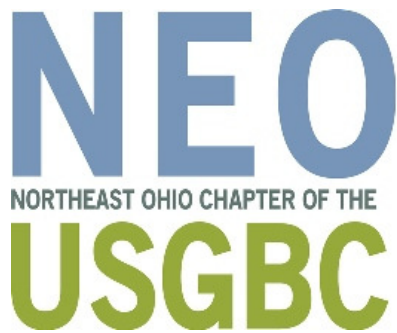
Going Green Tips and Recommendations

Energy:

- Each time you buy a new light bulb, replace it with a compact fluorescent bulb
- When replacing an appliance, then invest in an Energy Star appliance.
- Use an electric or manual powered lawnmower rather than a gas mower
- Insulate and seal your home's shell: consider soy, cellulose or denim insulation
- Repair leaky air conditioners in your car / house properly: don't just add refrigerant.
- Install a programmable thermostat and strive to set it at 68° in the winter and 76° in the summer season.
- Turn off your computer when not in use; program it to automatically shut off
- Replace old windows with energy-efficient windows (double or triple paned / argon filled)
- Turn off lights/appliances when not in use or use power strips to deactivate them all
- Use ceiling fans.
- Get an energy audit.
- Take the stairs
- Install motion sensors on interior/exterior lights or put them on a timer
- Use day lighting as opposed to mechanical illumination when possible.
- Use task lighting as opposed to overhead lighting when possible.
- Discontinue use of vending machines in your workplace
- Replace desktop computers with laptop computers when possible.
- Employ window shades/blinds to gain and prevent heat as needed.
- Adhere to an air filter maintenance schedule.

Water:

- Replace a faucet, showerhead or toilet with lower water usage models
- Install aerators on faucets and showerheads
- Place water displacement device in toilet tanks
- Lower the setting on hot water tanks and insulate hot water tanks properly
- Consider switching to a reduced gallon size water tank when time for a replacement
- Consider buy a tankless, on demand water system
- Eliminate the use of your irrigation system or switch to a sensed, low flow system
- Xeriscape; incorporate native landscaping that requires no watering
- Don't allow unnecessary water to run when washing dishes, brushing teeth, etc.
- Drink tap water rather than purchasing bottled water.
- Take quicker showers.
- Wash clothes in cold water.
- Set your water heater to 120°.
- Recycle rain water – use rain barrels to collect rain water to water garden or wash your car.



Food:

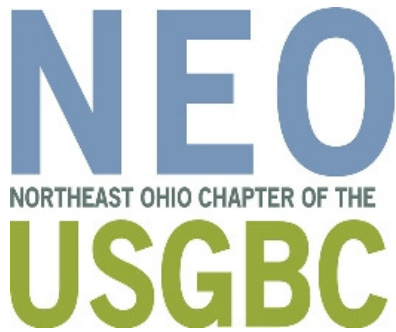
- Compost yard waste and vegetable scraps for your own gardening needs
- Buy locally grown, organic foods when possible.
- Eat low on the food chain: have meatless meals when possible
- Eat at restaurants that serve locally grown, organic foods.
- Buy shade-grown, organic, fair trade coffee
- Grow some of your own organic food
- Designate a mandatory “pack your lunch” day at your workplace

Chemicals:

- Use organic lawn care products or an organic lawn care service; water your lawn properly.
- Use low-VOC (volatile organic compounds) seals, paints, adhesives, stains, etc.
- Select more environmentally friendly flooring options, such as recycled and natural materials.
- Use least harmful cleaning products; use environmentally friendly household products.
- Use furniture that does not outgas harmful chemicals.
- Use organic products for pest control.
- Don't release helium-filled balloons at special events.
- Reduce your use of hazardous products; dispose of them properly.
- Pick up pet waste; don't allow run off from pet waste to contaminate area soils
- Avoid pesticides
- Make own cleaning supplies out of vinegar, baking soda, beeswax, etc.
- Use concentrated products that can be diluted as needed
- Use multi-purpose cleaning supplies to reduce amount of packaging and contaminants
- Use soy or water-based inks when printing or in print materials.

Transportation:

- Buy a fuel efficient car; keep tires inflated, engine tuned, and filters clean.
- Carpool; find ways to drive less.
- Use alternative transportation; bike, walk, train, mass transit.
- Telecommute, video conference, teleconference when possible.
- Work a reduced work week and/or have job-sharing strategies.
- Bundle any errands, meetings, deliveries into one trip when possible.

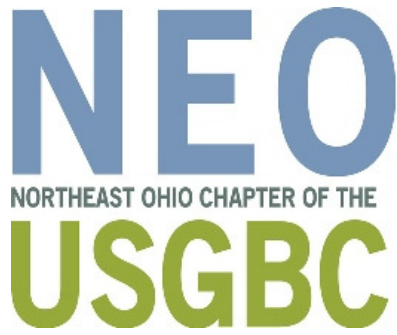


Community/Environment:

- Plant a tree.
- Utilize compost as on-site mulch.
- Get involved in a conservation organization.
- Xeriscape – landscape with water-efficient plants; use mulch.
- Build a backyard wildlife refuge.
- Snip six pack rings.
- Adopt a river or beach, clean it up, and keep it clean.
- Offset emissions from your car by supporting tree-planting organizations or purchasing carbon credits.
- Buy sustainably harvested wood products, sustainably harvested fish, etc.
- Patronize eco-friendly businesses.
- Buy organic and/or local foods from farmers markets, Westside Market, City Fresh stops, etc.
- Purchase supplies and services from local providers when possible.
- Cross-promote local businesses.
- Spread the word to others.

Reduce/Reuse/Recycle:

- Special recycling: Computers, telephone books, tires, household hazardous waste, Christmas trees.
- Use rechargeable batteries.
- Buy and re-use organic cotton or hemp fiber bags for shopping.
- Recycle motor oil.
- Buy used items when possible.
- Recycle; start a recycling program at your office or church.
- Purchase products that use less packaging; buy in bulk.
- Use cloth diapers instead of disposables.
- Use on-line resources to get rid of unwanted items or to find items you need. (Freecycle)
- Buy items that can be reused; cloth towels, plastic containers, etc.
- Be frugal: use less of what you buy
- Buy items made of recycled content or that are recyclable.
- Use water canteens.
- Photocopy on both sides when possible; print double-sided.
- When you have to print – recycle!
- Use used paper as scrap paper.
- Purchase materials with high recycled content.
- Provide multiple recycling stations in the workplace.
- Incorporate reusable mugs, plates, and utensils.



Reduce / Reuse / Recycle Continued

- Buy used furniture/fixtures.
- Use recycled and/or recyclable products for packaging.
- Incent customers for bringing their own packaging (bags, cups, etc.).
- Use biodegradable and/or compostable products for packaging.
- Use own shredded documents as packing material.
- Stop junk mail: discontinue any catalogs and remove business from mailing lists.
- Send newsletters/announcements electronically.
- Avoid printing email/other electronic messages.
- Process payroll electronically.
- Receive and pay bills/invoices electronically.
- Don't print everything – read on the computer screen.
- Scan documents to make electronic files; send via email.
- Use electronic spreadsheets for timesheets.