

Brought to you by the Region 3 EMS Team !

Ten Simple Things to Reduce our Environmental Foot Print



- 1) **It's a turn-off.** Shut down your computer, monitor, all lights and electrical equipment before leaving your office, even if it's just for a couple of hours. Be a good neighbor and turn off any lights, etc., that neighbors may have left on after they have gone for the day. And neighbors, don't turn against your fellow cubist for being thoughtful enough to punch out your lights.
- 2) **Recycle.** All #1 and #2 plastics, glass and aluminum cans should be deposited in the proper lunch room receptacles. Recycle cardboard, newspaper and paper in the blue recycling bins.
- 3) **Be a pack rat.** Save used supplies, like file folders, notebooks, and paperclips for reuse, and return them to the Division or Regional Supply Room. Also, request *used* office supplies from the Supply Room (and don't forget to ask about our extended warranty on clean, low mileage, pre-owned supplies...).
- 4) **Practice safe "take-out."** Just say "No" to extra condiments, paper and plastic bags and napkins. Create a community condiment basket in the lunch room on your floor instead of throwing them away.
- 5) **Lug your mug.** Brandish a reusable mug in the office (many coffee shops will refill your mug at a discount!). And don't forget to show your mug at outside meetings.
- 6) **Can you hear me now?** Before scheduling travel, ask yourself if a conference call can accomplish the same or nearly the same thing (especially if the meeting is scheduled at a really boring location).
- 7) **Take the A Train.** If you must travel, look at public transit options in choosing the location of the meeting and pick the option where the most travelers go the shortest distance.
- 8) **Hyping the hybrids.** If you must drive a car for your travel, take the most efficient vehicle available and appropriate for the task. Consider one of our new hybrids and car pool if you can. Also remember don't top off your tank this will not only save money and but help reduce many tons of VOC emissions each year!
- 9) **Pass on the handouts.** Eliminate excess handouts at meetings by e-mailing copies of presentations and documents, or have them posted on the internet, intranet, a share drive or burned onto a CD. If you must have handouts at least double-side copy them.
- 10) **Printing panache.** Before you print something or make a copy, ask yourself if you really need it. If you do print it, don't forget to pick it up - so you can avoid printing it twice! **Print double-sided** whenever possible and print only those pages you need, not an entire document. And for goodness sake, lose the banner pages! If you don't know how, call the computer hotline.

These are ten simple and easy things you can do, that in most instances, will not only save resources and prevent pollution but usually will save money too. And, if we all use them, they add up to great environmental benefits. To learn more about the environmental footprint issues visit:

http://www.worldwildlife.org/about/viewpoint/living_planet.cfm?enews=enews1104

