

*Environmental Business Council Presents*

# **How to **Green** Your Business**



**EBC**  
Environmental  
Business  
Council  
New England, Inc.



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The EBC's 'How to Green Your Business' Guide is meant to educate and aid companies and their employees in taking basic steps to green their day to day business practices. The information in this guide can help to improve the sustainability of the office and may lead to business savings.

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# General Information

## General Information

### **Education**

Employee understanding and participation is vital when “greening” any business. Generate a program to teach employees how to reduce, reuse, and recycle. Incentives are also useful to get employees more involved. Create competitions to see who can conserve more.

### **Corporate Awards & Incentives**

Apply for corporate environmental awards to gain recognition for your work. State and local governments offer incentives for strong environmental efforts. The EPA gives out awards to those who have made outstanding contributions to a region’s environment.

### **Carbon Offsets**

Calculate your carbon emissions and offset them through buying carbon credits, planting trees, or starting a garden. Carbon Fund is one of the websites that allows you to buy credits.





# Waste Reduction

## Food

### **Lunchtime Efficiency**

Bring your own lunch to work in a reusable container. This creates less packaging waste for you to deal with. If you order delivery, do it in larger groups, as this is much more efficient. If you do go out for lunch, be sure to walk or bike.

### **Office Kitchen**

Get reusable mugs, plates, and silverware for your office kitchen. Encourage employees to bring their own supplies to limit waste. Do away with Styrofoam cups and plastic utensils. Only use napkins and paper towels with high post-consumer waste content.

### **Fair Trade**

Provide Fair Trade coffee and tea for your employees. For more information about fair trade and where to buy fair trade certified products, go to the [TransFair](http://TransFair.org) website.





# Waste Reduction

## Simple Solutions

### **Recycling**

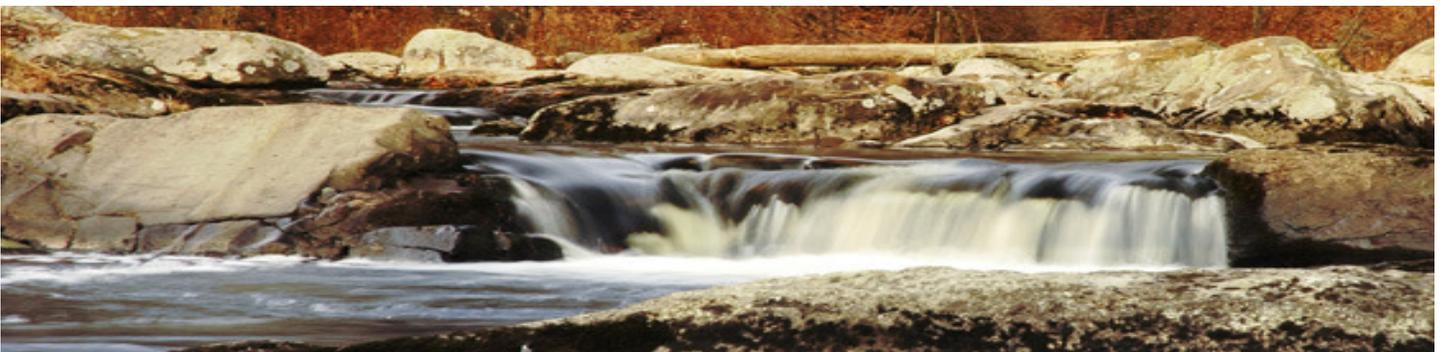
Not only should office paper be recycled, but so should ink cartridges, light bulbs, batteries, and other technology such as printers and computers. All offices should have recycling bins already; make sure that these are used properly. Many companies will recycle computers for you, such as [Desktop Disposal](#).

### **Double-Sided Printing**

Saves you half of your regular paper bill. Most printers have a double-siding option. Remember to number pages to avoid confusion. Use the other side of scrap paper to print non-important documents.

### **Fixing Leaks**

The easiest way to conserve water is to fix leaky faucets and pipes. Much of this can be done simply with a wrench, but hiring a plumber is often the way to go.





# Waste Reduction

## Technology

### **Lease Computers**

Instead of purchasing new computers and other technology (copiers, printers, etc.), lease them. Most major computer producers, including Dell, have leasing programs. If you do buy a computer, consider donating it to a non-profit when you are finished with it.

### **Purchase Recycled & Refurbished Products**

Not only should you buy recycled products, but you should make sure to recycle them properly. The [EPA](#) is a great resource for all the information you need to know about recycling.

### **Ditch the Paper Faxes & Newsletters**

Faxing can be done online and signatures can be added electronically, so there is no need for paper faxes. Send out newsletters through email to conserve paper. If newspapers can go digital, so can you.





# Energy Conservation

## Heating & Cooling

### **Make Air Conditioning Less Cold**

Every degree you turn up the A/C results in a 3-5% saving in energy costs. While you probably won't notice a slight increase in temperature, you will notice the savings.

### **Use Fans**

Rather than blasting the air conditioning, cool off with a fan. Remember that fans cool people, not rooms, so turn them off when you're not in the room.

### **Use Thermostat Properly**

Set your thermostat to save when out of the office. You will save up to \$180 each year in energy costs.

### **Seal Air Leaks**

Use caulk, spray foam, or weather stripping to seal leaks around windows and doors.





# Energy Conservation

## Lighting

### **Use CFL's or LED's**

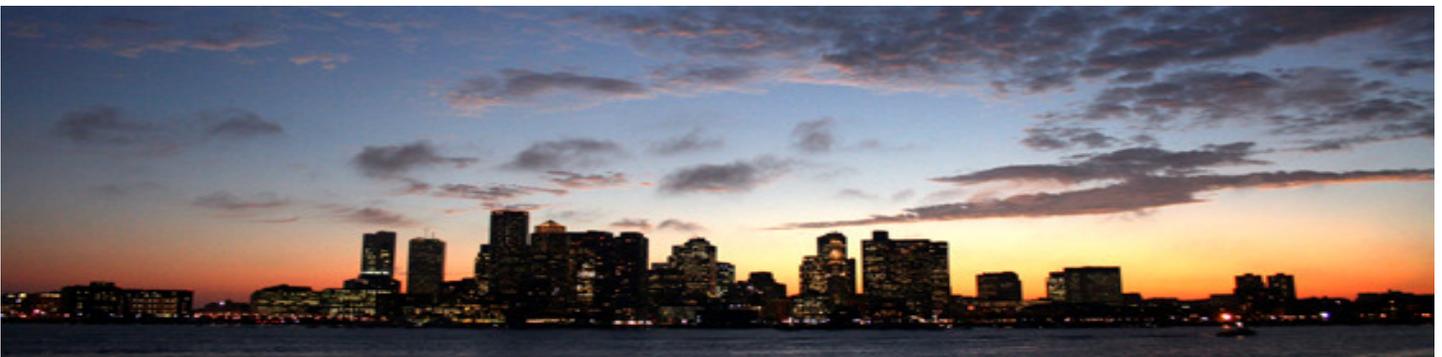
Halogen bulbs are extremely inefficient and use large amounts of energy. Instead, install compact fluorescent light bulbs (CFL's) or LED's. But be sure to dispose of these bulbs properly, as they contain a few dangerous chemicals. Not only should CFL's and LED's be used in regular lighting fixtures, but they should also be used in exit signs. Exit signs are always on and use a great deal of energy.

### **Motion-Sensor Lights**

Install motion-sensor lights in rooms that are less commonly used. For example, motion-sensor lights are great in bathrooms, break rooms, and copy rooms.

### **Turn Off the Lights**

Simply remember to turn off the lights when leaving a room. This is one of the easiest, quickest way to save energy.





# Energy Conservation

## Technology

### **Turn Off Computers**

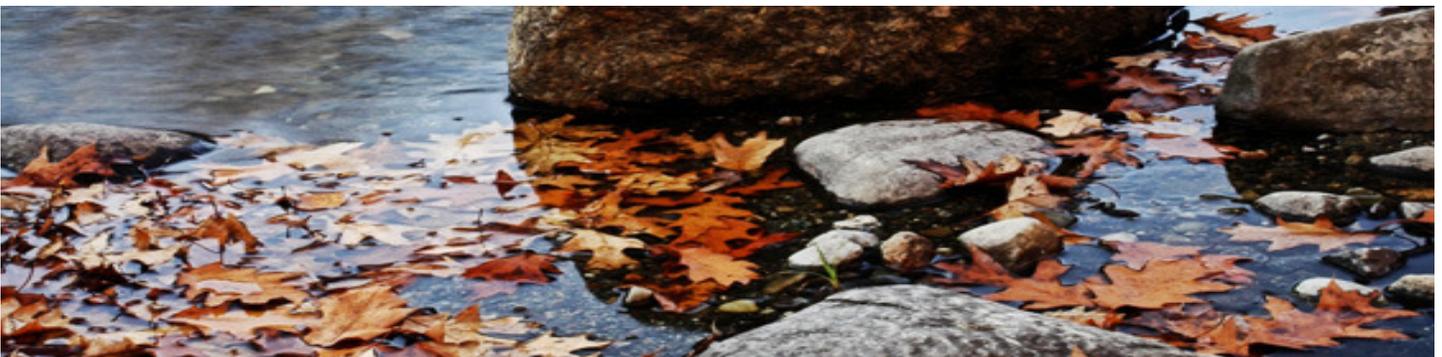
At the end of the day, make sure computers are shut down, not just put in sleep mode. Consider using a smart strip, a power strip that will turn off the computer if it notices that it has not been used in a while. The user can decide how long this takes, anywhere from 30 seconds to 30 minutes.

### **Purchase Energy Efficient Appliances & Technology**

Make sure to buy energy star approved appliances and technology, as they will save significant amounts of energy. [Energy Star](#) provides an extensive list of their energy efficient appliances and technology on their website.

### **Lose the Water Cooler**

Water coolers use more electricity than a refrigerator. Drink tap water instead. If necessary, buy an energy efficient water filter. Consider distributing stainless steel water bottles to employees.





# Energy Conservation

## Travel

### **Commute More Efficiently**

Walk, bike or take public transportation to work if at all possible. Offer employees a place to store bikes at the office. If these options aren't feasible for you, consider carpooling. A number of websites can help you find carpools, including [Carpool World](#). Provide preferential parking to those who carpool.

### **Reduce Business Travel**

Instead of taking long business trips that use a lot of energy, consider teleconferencing. If you are on a business trip, try to schedule meetings along the way back so you don't have to take multiple trips.

### **Work From Home**

The best way to make your commute more efficient is simply not to make it. Even working from home once a week saves a great deal of energy.





# More Information

## **9 Steps to Greening Your Business**

<http://www.startupnation.com/steps/93/9023/1/1/meaning-green-business.htm>

## **38 Ways to Turn Your Business Green**

<http://www.geekpreneur.com/38-ways-to-turn-your-business-green>

## **Energy Star Guide for Small Business**

[http://www.energystar.gov/index.cfm?c=sb\\_guidebook.sb\\_guidebook](http://www.energystar.gov/index.cfm?c=sb_guidebook.sb_guidebook)

## **Greening Your Business: A Primer for Smaller Companies**

<http://www.greenbiz.com/resources/resource/greening-your-business-a-primer-smaller-companies>

## **How to Go Green: At Work**

<http://planetgreen.discovery.com/go-green/green-work/>

## **Mass Recycle**

<http://www.massrecycle.org/>



# Environmental Business Council of New England

375 Harvard St., Suite 2  
Brookline, MA 02446  
617.505.1818  
ebc@ebcne.org  
www.ebcne.org

Written by Jonah Guerin  
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