

# LIST OF ENVIRONMENTAL ACTIONS AND COMMITMENTS



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**GREEN**  
**ALLIANCE**

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# SAVING ENERGY

- Conduct an energy audit.
- Replace standard light bulbs with CFLs.
- Turn off lights when not in use.
- Power down all machines at the end of the day.
- Turn off ACs when not in use.
- Install smart devices to turn off lights.
- Wash clothes in a cold cycle, use a clothesline whenever possible.
- Reduce travel by opting for teleconferencing or online meetings.
- Keep vehicles well serviced to maximise fuel efficiency.
- Purchase vehicles with a high fuel mileage.
- Encourage employees to walk instead of driving.

Compact fluorescent light bulb uses 75 % percent less energy than a regular bulb – and it can last up to four years.

- Invest in a solar water heater.
- Plan deliveries and other transportation activities carefully to reduce the need to drive.
- Use solar powered lighting.
- Investigate options for renewable sources of energy.

# SAVING ENERGY

Every year, more than \$13 billion worth of energy leaks from houses through small holes and cracks.

# SAVING WATER

- Use water wisely while washing hands.
- Fix any leaky faucets, shower heads or toilets immediately.
- Replace full-flush toilets with low-flush toilets.
- Replace standard faucets with aerated faucets.
- Replace standard showerheads with low flow aerated shower heads.
- Replace regular washing machines with a water-efficient models.
- Use water saving practices and systems in your landscaping.
- Use drip irrigation instead of sprinkler watering systems.
- Use your automatic washing machine only for full loads only.
- Calculate your water footprint.

A leaky faucet can waste 100 gallons of water a day.

# MANAGING WASTE

- Plan operations to use the minimum inputs/materials.
- Have clearly defined operational procedures and standards.
- Avoid unnecessary purchases for the office/business.
- Find ways to reuse or refurbish old materials.
- Build partnerships with other businesses to share materials and supplies.
- Purchase products packaged in minimal or biodegradable packaging.
- Buy materials in concentrate or in bulk when possible.
- Buy products that are reusable, returnable or refillable.
- Reuse and refill toner cartridges and ribbons.
- Buy recycled office products.

Over 11 million tons of recyclable clothing, shoes, and textiles make their way into landfills each year.

# MANAGING WASTE

- Use flexible interior features to reduce renovation waste.
- Choose durable materials / furnishings.
- Reduce use of plastic cups by switching to reusable cups.
- Use a water cooler or fountain instead of individual water.
- If your office is purchasing giveaways, choose green giveaways.
- Purchase reusable containers.
- Return e-waste to the vendor/manufacturer for safe disposal/recycling.
- Support second hand stores.
- Donate used office equipment and supplies.
- Segregate your waste.
- Encourage composting of organic waste.

The average person generates over 4 pounds of trash every day and about 1.5 tons of solid waste per year.



# REDUCING PAPER

- Share information through emails and phone calls.
- Create an office bulletin board where important staff notices can be shared.
- Invest in tints and other aids to make on screen reading easier.
- Train staff members in using computer tools for highlighting, editing and commenting on documents.
- Encourage double sided printing and photocopying.
- Reduce document margins, line spacing and font size to shorten documents.
- Reduce mailings.
- Switch to electronic newsletters, customer notices and billing systems.
- Keep a stack of used paper next to the printer for use in printing draft/in house documents.

Each ton of recycled paper can save 17 trees, 380 gallons of oil, three cubic yards of landfill space, 4,000 kilowatts of energy and 7,000 gallons of water!

- Revise protocols for keeping records to minimise the use of paper.
- Encourage staff members to only print documents when absolutely necessary.
- Encourage paperless meetings and office events.
- Instead of printing Web pages, bookmark or save the pages.
- Use electronic media that reduce paper waste.
- Reuse old paper for notepads by cutting it to custom sizes and binding with staples.

In 2010, paper recycling had increased over 89% since 1990.

# REDUCING PAPER

- Educate staff and customers about the dangers of plastic bags.
- Reuse garbage bags in cubicle bins by emptying all garbage into a common bag.
- Purchase biodegradable plastic bags instead of regular plastic bags.
- Use reusable, durable containers or bags for storage instead of plastic bags.
- Encourage the use of reusable/washable dishware and cutlery at events and programmes.
- Encourage the use of compostable / biodegradable food containers instead of Styrofoam or plastic.
- Encourage staff to bring their own mugs for coffee or tea

By 2050, the ocean will contain more plastic by weight than fish.

ELIMINATING PLASTIC

- Sponsor programmes that educate children about the environment.
- Post environmental messages at the organisation.
- Organize presentations to staff about eco-practices or environmental issues.
- Encourage the use of environmentally friendly products.
- Encourage & promote local produce & sustainably caught fish.
- Educate stakeholders about products with environmental dangers and provide options for mitigation.
- Encourage staff members to use reusable bags and make them available at your institution or organisation.
- Plan a field day for staff to get out, explore and appreciate the local environment.

Environmental awareness fosters a sense of connection to the natural world, promotes sustainable development & encourages conservation of natural resources

- Organize a coastal cleanup on International Coastal Cleanup Day (September) or another day.
- Organise/Sponsor/Participate in tree plantations in the neighbourhood or region.
- Sponsor an environmental challenge/competition for a community (e.g. a Best Yard / Office / School Contest).
- Clean your local water bodies.
- Volunteer with the local forest department staff in your region to participate and organise programmes that protect endangered species of flora and fauna.
- Create green committees to encourage environmental action throughout the year.
- Plan environmental pledge drives and volunteer programs to sensitize people regarding environmental value and importance of environmental action.

Earth Day is one of the longest-standing environmental events, having ran for almost 50 years