

REDUCE, REUSE, RECYCLE ... RANDOM TIPS TO HELP YOU DO YOUR PART FOR A BETTER ENVIRONMENT (AND SAVE SOME \$\$\$!)

Unplug appliances when you're not using them ... Or, use a "smart" power strip that senses when appliances are off and cuts "phantom" or "vampire" energy use.

Make it a habit to turn off your computer & printers (make sure to power down inkjet printers before killing the power—they need to seal their cartridges) —and the power strip they're plugged into—when you leave for the day ... Printers, scanners, and other peripherals that are only used occasionally can be unplugged until they're needed.

Computers in the business sector unnecessarily waste \$1 billion worth of electricity a year ... During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by 70% ... Remember, screen savers don't save energy.

Artificial lighting accounts for 44% of the electricity use in office buildings ... Make it a habit to turn off the lights when you're leaving any room for 15 minutes or more and utilize natural light when you can.

Wash clothes in cold water whenever possible ... As much as 85% of the energy used to machine-wash clothes goes to heating the water ... Only do full loads.

Use a water filter to purify tap water instead of buying bottled water ... Not only is bottled water expensive, but it generates large amounts of container waste ... Bring a reusable water bottle, preferably aluminum rather than plastic, with you when traveling or at work.

Bring a coffee cup to work instead of using a disposable one, such as styrofoam.

Borrow from libraries instead of buying personal books and movies ... This saves money, not to mention the ink and paper that goes into printing new books.

Share power tools and other appliances ... Get to know your neighbors while cutting down on the number of things cluttering your closet or garage.

Keep your cell phones, computers and other electronics as long as possible ... Donate or recycle them responsibly when the time comes ... E-waste contains mercury and other toxics and is a growing environmental problem.

Purchase reusable cotton/canvas tote bags at the grocery store and use those instead of paper or plastic bags that use so much oil to produce ... Should you forget and must choose between plastic and paper, opt for paper ... If you use plastic, recycle them for doggie poop bags or for trashcan liners.

Check the air pressure on your tires and inflate any that are lower than the pressure recommended in the owner's manual ... Properly inflated tires can increase fuel efficiency by 3.3%.

For most vehicles, fuel efficiency begins to drop rapidly at 60 mph ... Driving within the speed limit can improve fuel efficiency by up to 23% ... Slamming on the brakes and accelerating quickly can reduce fuel efficiency up to 33%.

Have a garage sale ... Other people may be reuse your old stuff, so it doesn't have to be thrown away.

Recycle ... If you're not at home, take the extra steps, (literally), to find that recycling can ... The energy saved from recycling one glass bottle will light a 100-watt light bulb for four hours ... If we all recycled our Sunday newspapers, we could save more than 500,000 trees every week ... The energy saved from one recycled can will run a TV set for 3 hours.

Instead of plastic bags, use reusable containers to store leftovers or when packing lunches ... If just 25% of American homes used 10 fewer plastic bags a month, we'd save more than 2.5 billion bags a year.

Plant a tree ... If every American family planted just one tree, more than a billion pounds of "greenhouse gasses" would be removed from the atmosphere every year.

Use rechargeable batteries ... Americans use ~2 billion un rechargeable batteries every year.

A household can save up to 20,000 gallons of water a year by not leaving the faucet running when doing things like brushing teeth (running water for 3 minutes while brushing can waste up to 3 gallons), shaving, washing dishes in the sink, or washing the car at home instead of a self-service car wash.

Set your lawnmower blade on the highest setting, leaving grass 2-3 inches long ... This encourages healthier roots and protects the soil better from the hot sun -- meaning less water is necessary to keep the lawn green and growing.

Put a plastic bottle in your toilet tank to act as a displacement device ... You will use less water -- from 15-40 % for most households.

Americans receive almost 4 million tons of "junk mail" every year ... If only 100,000 families stopped their junk mail, we could save up to 150,000 trees every year ... Write to Mail Preference Service, Direct Marketing Association, 6 East 43rd St., New York, NY 10017 or call (212) 768-7277 and let them know you want your name removed from mailing lists.

Start a "save-it" drawer with containers for things like rubberbands, paper clips, buttons, twist ties, nails and other reusable or easily tossed-out items.

The average U.S. office worker goes through 10,000 sheets of copy paper a year ... Make it a habit to print on both sides or use the back side of old documents for faxes, scrap paper, or drafts ... Use misprints as notepaper ... Avoid color printing and print in draft mode whenever feasible.

White office and typing paper is easily recyclable -- and most recyclers will pay for it ... The average office worker throws away more than 100 pounds of high-grade recyclable paper each year ... Making one ton of recycled paper uses about 60% of the energy of making a ton of virgin paper.

Make it a habit to think before you print: could this be read or stored online instead? ... Consider reading your newspaper and magazine subscriptions online ... Switch to electronic banking and credit card payment, too.

Post employee manuals and similar materials online, rather than distribute print copies ... They're easier to update that way too.

Replace incandescent light bulbs with fluorescents, or use one 100-watt bulb instead of two 60-watt bulbs ... You'll get more light and use less energy.

Turn your car off if you're going to be idle for more than one minute.

Limit the length of your showers ... Even better, take a "navy shower," shutting off the water while soaping up and shampooing.

If your office ships packages, reuse boxes and use shredded waste paper as packing material.

Instant messaging, video conferencing, and other innovative workflow tools make effective telecommuting a reality ... If you can telecommute, hold phone conferences, take online classes, or otherwise work from home ... It'll save the time spent on the trip as well as sparing the air.

8 billion: gallons of gas saved if every commuter car in the U.S. carried just one more person ... 120: tons of steel saved if every UK office worker used one less staple a day.

Ditch the paper towels and napkins ... The paper industry is the number-one consumer of fresh water and the number-one industrial cause of deforestation ... Try cloth napkins, dishtowels and sponges in the kitchen and dining room.

Reduce waste when ordering takeout by telling them what you won't need ... For example, if you're eating from home, you won't need napkins, condiments or flatware.

Pack refillable juice boxes in your kids' lunches, instead of using disposable juice boxes ... It saves paper, plastic and money.