



Green Business: Tips You Can Use Today

Florida Department of Environmental Protection

www.dep.state.fl.us/green

When you start to green your business operations, you're helping to reduce carbon emissions, preserve forests and biodiversity, and keep our air and water clean. And you also can help protect your bottom line because environmentally responsible businesses are efficient businesses. The simple tips listed below can help any business start going green.

TIPS FOR RECYCLING AND REDUCING WASTE

The average U.S. office worker goes through 10,000 sheets of copy paper a year.

- Identify recycling opportunities for, at a minimum: paper, aluminum cans, and plastic bottles.
- Educate employees about recycling and encourage recycling participation; reward employee efforts through incentives and/or recognition.
- Investigate contracts with municipalities to collect and recycle high-grade office and corrugated paper.
- Donate old or obsolete equipment computers, cell phones, televisions, other electronics www.greenerchoices.org/electronicsrecycling.
- Implement paper-reducing strategies, such as double-sided printing, re-using paper, and using e-mail instead of sending memos or faxing.
- Using a mug saves 500 disposable cups per person from being thrown away each year.

TIPS FOR CONSERVING ENERGY IN EXISTING BUILDINGS

Installing compact fluorescent light (CFL) bulbs in place of standard incandescent bulbs can save you as much as \$40 a year in energy costs by changing out just one 60-watt incandescent with a 14-watt fluorescent lamp. CFL bulbs last up to 13 times longer.

- Conduct energy audits to determine current use and identify conservation opportunities: www.energystar.gov.
- Purchase or replace obsolete equipment and appliances with those certified by the U.S. Environmental Protection Agency ENERGY STAR® Program www.energystar.gov
- Replace older fluorescent fixtures with newer, low-mercury CFL.
- Use programmable thermostats to ensure reductions during off hours and keep thermostats at 78 degrees or higher.
- Reduce hot, outdoor air from entering the building and eliminate the loss of cooled air with weather stripping and caulking around windows and doors.
- Insulate hot water piping from water heaters to the wall or ceiling pipe; wrap tanks in an insulating blanket if the water heater's energy factor is less than .59 degrees.
- Lower the thermostat on hot water heaters; 115 degrees is comfortable for most uses.
- Turn off PCs, monitors, printers, and copiers nightly and on weekends. If unable to switch off the entire computer, turn off the monitor and printer.
- Turn computers, copiers and other office equipment to low-power standby mode when not in use.
- Use laptop computers and ink jet printers, if available, since they use 90 percent less energy than desktop and laser printer.

TIPS FOR GREEN CLEANING/PURCHASING

Americans generate 1.6 million tons of waste each year from common cleaning products with potentially hazardous ingredients.

- Refer to the [Environmentally Preferred Purchasing](#) list created by the Florida Department of Management Services.
- Use green cleaning products and eco-clean your office: www.responsiblepurchasing.org and www.epa.gov/oppt/epp/pubs/vendors.
- Educate cleaning staff on to how understand product content and labels: www.greenerchoices.org/eco-labels.
- Selecting and using multi-purpose cleaners can reduce the number of cleaners you use, reduce the number of hazardous products in the office, and save you money, too.

TIPS FOR CONSERVING WATER

One drop of water wasted per second wastes nearly 3,000 gallons per year.

- Detect and repair leaks in all systems (external and internal) and replace faulty irrigation equipment.
- Retrofit old high-water use toilets and other plumbing fixtures with new, high-efficiency toilets and other plumbing fixtures; install faucet aerators and high-efficiency shower heads.
- Develop and use preventive maintenance plans that include regular inspections and the use of green chemicals to maintain clean, safe, and efficient cooling or steam systems.
- Wash company-owned vehicles less often, and use a commercial car wash that recycles water.
- Use native plants in your landscape that require less water than ornamental varieties and follow other Xeriscape principles: www.floridayards.org.
- Do not install or use ornamental water features unless they recycle the water; use signs to indicate that water is recycled and do not operate during a drought.

TIPS FOR TRANSPORTATION AND TRAVEL

Present full-time home business owners & telecommuters save approximately 4,439 million gallons of gas per year.

- For business travel, consider renting alternative fuel vehicles.
- For company fleets, consider purchasing alternative fuel vehicles.
- For company-owned vehicles, maintain maintenance records and meet standards to reduce fuel consumption, i.e. regularly scheduled tune-ups, maintaining proper tire pressure and changing oil and filters.
- Encourage and reward carpooling to the office or biking and walking if office is located near by.
- Choose meeting facilities with energy, water conservation, recycling and waste minimization programs. In Florida, DEP administers the Florida *Green Lodging* Program, a voluntary designation program: www.dep.state.fl.us/greenlodging.
- Distribute meeting materials electronically.
- Minimize travel distance for attendees by holding meetings via teleconference and videoconference.

For more information visit
www.dep.state.fl.us/green