



3 STEPS TO A GREENER OFFICE

Becoming a more sustainable operator is a continuous improvement process. We know because we are on that path too. We are committed to partnering with you; assisting in any way possible as your team works to minimize negative impacts on the environment.

GREEN YOUR PURCHASING

- **BUYING ELECTRONICS**— IF YOU HAVE TO BUY NEW MAKE SURE THAT YOUR ELECTRONICS ARE ENERGY-EFFICIENT.
- **RECYCLING** — ELECTRONIC WASTE (E-WASTE) IS HIGHLY POLLUTANT. RECYCLING IS THE BEST WAY TO ENSURE THAT CARCINOGENS DO NOT POLLUTE OUR SOIL AND WATER. GSB OFFERS FREE E-WASTE COLLECTION FOR ALL CUSTOMERS IN SACRAMENTO AND THE BAY AREA.

WHENEVER POSSIBLE, SEEK OUT ENVIRONMENTALLY PREFERABLE PRODUCTS. HERE ARE SOME TIPS FOR GREENER PURCHASING:

- CHOOSE GREEN VENDORS. LOCAL IS BEST.
- BUY RECYCLED...AND RECYCLABLE. CHOOSE PRODUCTS WITH AT LEAST 30% RECYCLED CONTENT.
- BUY HEALTHY. LOOK FOR PRODUCTS THAT ARE CERTIFIED NON-TOXIC AND LOW ODOR.
- BUY REUSABLE PRODUCTS — PRODUCTS THAT HAVE REPLACEABLE COMPONENTS OR MULTIPLE USES.
- LOOK FOR 3RD PARTY CERTIFICATIONS.
- USE E-BILLING TO REDUCE PRINTING AND POSTAGE.
- SHARE YOUR PURCHASING CRITERIA WITH SUPPLIERS.

FOLLOW THE PAPER 4 R'S

- **REDUCE** PAPER USE BY ASSESSING AREAS IN YOUR OPERATIONS WHERE ELECTRONIC DOCUMENTS COULD BE USED. PRINT ESSENTIAL DOCUMENTS DOUBLE-SIDED WHEN POSSIBLE.
- **REUSE** SCRAP PAPER FOR NOTE-TAKING AND TURN FILE FOLDERS INSIDE OUT.
- **RECYCLE** PAPER INSTEAD OF THROWING IT IN A LANDFILL. BUY RECYCLED PAPER.
- **RETHINK** PAPER INTENSIVE PRACTICES.

- TURN OFF THE LIGHTS WHEN NOT IN USE.
- PUT COMPUTERS ON SLEEP MODE.
- TURN OFF NON-CRITICAL MACHINES.
- USE TASK LIGHTING RATHER THAN OVERHEAD SYSTEMS.
- SET THERMOSTAT SYSTEMS FOR SEASONAL TEMPERATURES.
- KEEP SETTINGS ON LOW-POWER MODES ON OFFICE EQUIPMENT.

REDUCE ENERGY CONSUMPTION



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