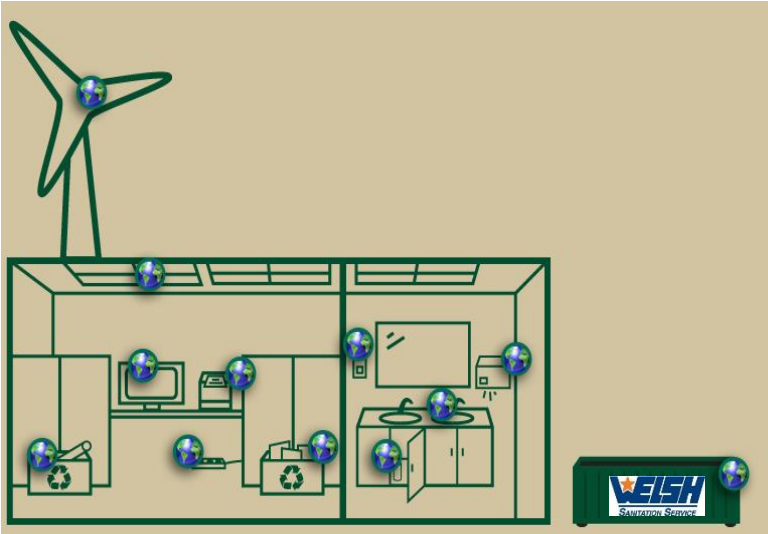


Top-to-Bottom Eco Tips for The Office

Easy steps to help save your company's money and our planet!



Welsh Sanitation is committed to helping protect the environment, conserve resources and recycle waste.

We offer these ecological tips as part of our effort to inform our community about easy ways you can make a difference while you work.

Thanks for caring!

- Consult NY's Consumer's Guide to Small Wind Electric Systems to see if a wind turbine could provide the energy you need for your business.
- Use CFLs instead of comparable incandescent bulbs and save about 50% on your lighting costs. (CFLs use only one-fourth the energy and last up to 10 times longer.)
- Use dimmers, motion sensors or occupancy sensors to automatically turn off lighting when not in use to reduce energy use and costs.
- Laptop and notebook computers are not just more convenient than traditional desktop computers – they use less electricity, too!
- Consider a multifunction device which handles a number of office tasks, such as a printer/fax/copier combo for both cost and energy efficiency.
- Many retailers offer store credit for used ink and toner cartridges. Save money and help reduce the number of plastic cartridges in our landfills by taking advantage of this service.
- Put a paper recycling bin near every printer.
- Shred old documents and use as packing material. Use the second side of paper, either by printing on both sides or using the blank side as scrap paper.
- Use power strips to easily turn off electronic devices at night.
- To save on water usage, install low-flow toilets, urinals, faucets and shower heads.
- Use hand dryers instead of paper towels to reduce cost and paper waste.
- Use environmentally friendly cleaning products and keep toxic materials out of the environment.
- Use a dumpster or roll-off container from Welsh Sanitation for efficient collection and disposal of trash and recyclables.
- Recycle glass bottles, metal, plastic containers and mixed papers with Welsh Sanitation.