



An Electronic Newsletter
of EEA's Environmental
Consulting Activities

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EEA services include
Phase I ESAs, Haz-Mat
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and Creation, Natural
Resources Inventories,
Marine Ecology Studies,
Air Quality and Noise
studies, and Environmental
Management System (ISO

Environmental Consulting

INSIGHTS



**Going Green.....
Not so Black and White**

“Go Green” Tips for the Office Environment

(printer friendly version uses Acrobat Reader)

The concept to conserve, recycle, reuse and make efforts to become energy efficient is not new to us. However, lately it has been a hotter topic. Yes, the soaring price of gas and oil is probably responsible for this renewed interest. We are paying more attention to conserving gasoline. Tips like find alternative fuels, minimize our driving trips, use public transportation, walk, and work at home are just a few.

Conserving has been with a capital “C” generally and this is all good. So let’s all jump on the Go Green wagon. There is a wealth of information out there for green solutions in the home and we provide some useful links at the end of this article for the business and home. In this edition of Insights, EEA has provided a list of tips for the business office. Just by sending this newsletter via the internet is one tip. Less paper, less ink, less electricity.

Although it may be overwhelming, and some claim to be tired of making these go green efforts, just by following one of these can help your business save money and make you feel good too.

Although we discourage you to print out this article, you may want to print the Tips Page to hang on your Office Bulletin Board for all to view. Need incentive? Microsoft is paying their employees for energy efficiency improvements. Maybe this is a new trend!

14000) implementation.

Visit our web site at
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Go Green TIPS For Your Business

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EEA, Inc. –
Founded in 1979

Principals



Recycle that office paper. Find a paper recycling vendor in your area if paper recycling is not available by your refuse collector.



Reuse that office paper. For draft copies, keep a pile of one-sided prints next to your laser printer. We keep a continuous stack in our laserjet. Print double-sided when possible for those drafts.



Reduce the amount of paper or other office supplies that are used. Think while you are doing a task how you could use less resources or supplies in the office.



Buy recycled paper for all your office uses.



Go paperless as much as possible. Scanning and saving those files as PDF's not only conserves, but saves office space. Save files on media such as CD's. Retrieving these later is a click away instead of rummaging through boxes in the storage room.



Refill computer ink cartridges rather than add them to the landfill.



Donate unwanted equipment like computers and printers to a school or not-for-profit group. Tax credits usually apply.



Computers, monitors and accessories can all be recycled. Find out how equipment is recycled in your area. We drop our equipment off at a local recycling

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center routinely.



Place bins or containers in locations near trash cans where employees normally would throw away recyclables. Be sure to label the bins so that the materials are put in separate receptacles.



Place a sign near the receptacle reminding employees to recycle. Follow up with an email to employees.



Turn off the lights when you're leaving any room for 15 minutes or more and utilize natural light when you can. Make it a policy to buy Energy Star-rated [light bulbs and fixtures](#), which use at least two-thirds less energy than regular lighting and install timers or motion sensors that automatically shut off lights when they're not needed.



Maximize computer efficiency. Computers in the business sector unnecessarily waste \$1 billion worth of electricity a year. Make it a habit to turn off your computer (and the power strip it's plugged into) when you leave for the day. (Check with your IT department to make sure the computer doesn't need to be on to run backups or other maintenance.)



During the day, setting your computer to go to sleep automatically during short breaks can cut energy use by **70** percent. Remember, screen savers *don't* save energy.



Make it a policy to invest in energy-saving [computers, monitors, and printers](#) and make sure that old equipment is properly recycled. Look for a [recycler](#) that has pledged not to export hazardous e-waste and to follow other safety guidelines.



Bring your own mug to work. Invest in an inexpensive set of dishware for the office to avoid those costly paper goods.

Go Green!
Recycle
<ul style="list-style-type: none"> ◆ Paper ◆ Used equipment, <p>such as:</p> <ul style="list-style-type: none"> - computers - printers <ul style="list-style-type: none"> ◆ Ink
Reuse
<ul style="list-style-type: none"> ◆ Ink Cartridges ◆ Used equipment, <p>by donation</p> <ul style="list-style-type: none"> - computers - printers
Reduce
<ul style="list-style-type: none"> ◆ Disposables <ul style="list-style-type: none"> - cups, etc. ◆ Energy use: <ul style="list-style-type: none"> - lights - computers ◆ Paper use: <ul style="list-style-type: none"> - use both sides - computers

Motivate

- ◆ Buy recycled goods
- ◆ Buy Energy Star equipment
- ◆ Make recycling easy:
 - obvious bins



Present full-time home business owners & telecommuters save approximately 4,439 million gallons of gas per year. If employees work at home one day a week, carbon emissions are reduced and your wallet is happier.



Helpful Links on Going Green for Business and Home

[Go Green! | EPA Newsroom | US EPA](#)

[How to conserve electricity](#)

[10 Ways to Go Green and Save Green | Worldwatch Institute](#)

[How to Go Green : TreeHugger](#)

[NRDC's Greening Advisor](#)

[Sweet Onion Creations sweetens its business by going green](#)

[DSIRE: Incentives by State: Incentives in New York](#)

[The Performance Institute - Transferring Knowledge to Transform Government](#)

[The Green Office](#)

[Ideal Bite](#)

[10 Everyday Pollution Solutions | Environmental Working Group](#)

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