



What Can You Do To Save The Earth?

Office

- When you need to print a written document, check out 'Ecofont' instead of Times New Roman or Arial. It's a free, multi-platform font based on Verdana, and it's full of holes which could save roughly 20% of the toner you're currently wasting.

- Use your Mac dashboard! There's a widget you can add (for free) that will help you check out ideas for ways to make printing or paper choices more sustainable. Check out 'Sustainable Graphic Design'.

- Sustainable Group makes 100% recyclable binders and folders, but it gets even better... to offset the virgin fibers that go into the products, SG has a replanting program in Honduras and El Salvador to replenish those lost in manufacturing.

- Check out 'Sustainable Is Good', a website and blog that get help you find out about smart packaging.

- www.conservatree.org is a great resource when looking for recycled paper, paper listings, and inks plus some!

- Turn your file folders inside out when you're done with a job, so that you can reuse them!

- Turn off your computer at night. Imagine it's a 150 watt bulb. Would you leave your lights on while you're away?

- Use pdf files whenever possible.

- Put two trash cans at every work station, one for recycling and one for trash. It will make a difference, we promise!

- Try opening a window or door and turning off the lights to allow natural light and fresh air to permeate your cubicle.

- Recycle! The list of office supplies you can recycle is extensive; recycle printer and copier toner cartridges, paper and paper-board, plastic, glass, and other materials so they can be diverted from a landfill!

- Some printers can capture old ink without affecting the quality of the final product.

- Use low weight paper as it requires fewer fibers, plus it saves you on paper cost and possibly mailing costs!

- Use chlorine-free paper! Elemental Chlorine Free paper uses processes that replace chlorine with chlorine dioxide in the chemical pulp bleaching process reduces dioxins to non-detect levels and water consumption to boot!

- You don't have to use tree-based fibers to print your documents. Yupo has created a synthetic fiber which is waterproof and 100% recyclable.

- Print and/or copy on both sides of the

paper. American businesses throw away 21 million tons of paper every year, equating to 175 pounds per office worker.

- Reuse office supplies: envelopes, paperclips, and folders.

- Use discarded paper as scratch paper.

- Soy-based inks are less toxic!

- Bring a ceramic mug, rather than using a disposable cup. You'll save 25 cents at our Espresso bar each time you fill up with yours!

Home

- Plant a bee-friendly garden!

- Use natural fertilizer: compost, manure, bone meal, or peat...

- Avoid over-watering lawns as it can increase leeching of fertilizer into groundwater.

- Clean/replace air filters at least once a month on your air conditioning unit.

- Keep vents open in unused rooms, if you have central air.

- Lower the thermostat on your water heater to 120 degrees and wrap an insulated blanket around it!



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- When going out of town, turn down (or shut off) water heater.
- Turn off lights when leaving a room.
- Set refrigerator temperature from 36-38 degrees and your freezer from 0-5 degrees.
- Minimize opening oven door to keep heat in when cooking! Oven temps can drop 25-30 degrees everytime the door is opened!
- Cleaning the lint trap on the dryer everytime you use it will increase it's efficiency.
- Better yet, forget the dryer and hang dry clothes! It will give your clothes a longer life and save energy at the same time!
- Unplug seldom-used appliances. Even if they're not on, "vampire energy" is still being used.
- If every household in the U.S. switched from hot-hot washing cycle to warm-cold, we could save the energy comparable to 100,000 barrels of oil DAILY.
- Only launder when you have a full load.
- Turn off lights, computers, and appliances when not in use.
- Purchase Energy Star-labelled appliances as they use less energy than older models.

- Replace incandescent bulbs with compact fluorescent to save energy and money!
- Keep thermostat at 68 degrees in the winter and 78 degrees in the summer.
- Set thermostat higher in the summer and lower in the winter, while you are away.
- Insulate your home!
- Install weather stripping around doors and windows.
- Plant trees to shade your home.
- Shade outside air conditioning units by trees or other means.
- Replace old windows with energy-efficient ones.
- Keep your fireplace damper closed when you're not using it. Keeping it open is akin to keeping a 48 inch window wide open in the winter; it allows warm air to go right up the chimney.
- Use cold water rather than warm or hot, whenever possible.
- Connect outdoor lights to a timer.
- Buy 'green' electricity produced by low or no-pollution facilities.
- Use household cleaning items that are

- made from natural ingredients which is easy, given all of the choices nowadays. Did you know most laundry detergent, dishwashing liquid, hand soap etc. is made from petroleum (oil)? If every American switched 1 bottle of 100 oz. 2x petroleum-based laundry detergent to a 100 oz. bottle of 2x plant-based detergent, we could save 466,000 barrels of oil, enough oil to heat and cool 26,800 American homes for a full year!
- Use traps for rodents, rather than poisons.
 - Use cedar chips or aromatic herbs instead of moth balls.
 - Recycle your newspaper. If everyone in the U.S. participated, recycling just the Sunday paper would save more than half a million trees each week.
 - By brushing your teeth without running the tap, you'll save up to five gallons a day. Daily savings in the U.S. would add up to 1.5 billion gallons.
 - Take a shorter shower! Every two minutes you save can conserve more than ten gallons of water. If everyone in the country saved just ONE gallon daily, over the course of the year, it would equal twice the amount of freshwater withdrawn from the Great Lakes every day.
 - Use cotton swabs with a paper spindle. If 10% of the U.S. households switched to



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paperboard spindled cotton swabs, the petroleum energy saved per year would be equivalent to over 150,000 gallons of gasoline.

- Pay bills online! By some estimates, if all households in the U.S. paid their bills online and received electronic statements instead of paper, we'd save 18.5 million trees, 2.2 billion tons of carbon dioxide, and 1.7 billion pounds of solid waste each year.

Yard

- Use an electric mower instead of a gas-powered one.
- Leave grass clippings on the yard to nourish the soil as they decompose.
- Use recycled wood chips as mulch. They can reduce soil erosion and weed prevalence, as well as maintain moisture levels in the soil.
- Don't over fertilize.
- Avoid (or at least minimize) pesticide use.
- Water grass early in the morning.
- Find non-hazardous ways of reducing pesticide usage (e.g. planting marigolds)
- COMPOST!

Protect the Air

- Recycle printer cartridges.
- Don't use a wood-burning stove or fireplace when air-quality is poor.
- Avoid slow-burning, smoldering fires.
- Use low-VOC or water-based paints, paint stripper, finishes and stains.
- Make sure that your tires are properly inflated.
- Walk or ride your bike instead of driving.
- Buy Organic! Among other things, switching to organic beef (from conventional) saves loads in carbon dioxide emissions because the cows are raised to grow to a normal size and release less methane (20 times less, actually). Another plus: grass-fed, organic beef is much healthier than hormone-laden, antibiotic-filled beef as well.
- Try meatless Monday! Reducing meat consumption conserves water, reduces air pollution, saves topsoil, and is more energy efficient overall. Each pound of beef produced requires nearly 2,500 gallons of water. You'll save our forests as well, which are cut down to make more space for grazing cattle.
- Join a carpool or vanpool to get to work.
- Use cruise control. It could get you 15% better gas mileage!

- Buy local whenever possible. It will save on the amount of greenhouse gases created when products are flown or trucked in.
- Batch your errands. Can you get all of your tasks done in one trip? If so, it will save you gasoline as well as time.

Water Conservation and Protection

- Check and repair any leaks.
- Install water-saving devices on showerheads, faucets, and toilets.
- Wash dishes in the sink, and only run the water to rinse them. Running the water continuously wastes water!
- Better yet, skip rinsing dishes before using a dishwasher and save up to 20 gallons each load!
- Wash and dry only full loads for dishes and laundry.
- Revegetate or mulch disturbed soil as much as possible.
- Don't dump stuff down the storm drains!
- Clean up after your pet!
- Properly dispose of used motor oil, and check car for leaks. A single quart of motor oil can pollute 250,000 gallons of drinking



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water.

- Take car to car wash rather than washing it in the driveway. While you're washing it, clean out all of the stuff in the trunk... it will help your fuel economy!

- Buy organic.

Create Less Garbage

- Buy bulk items to reduce packaging!
- Avoid products with loads of packaging.
- Buy products you can reuse.
- Recycle aluminum cans. 20 cans can be made with the energy that it takes to make one new can.
- Maintain and repair durable products rather than buying new ones.
- Use cloth napkins to save on paper! If everyone used one less paper napkin a day, more than a billion pounds of napkins could be saved from landfills each year.
- Use reusable plates instead of disposable.
- You can reduce your need for aluminum foil and cling wrap by using reusable containers. Money saved!
- Shop with canvas bags! Each year, the U.S. uses 84 billion plastic bags, of the 500

billion used worldwide. They are not biodegradable and we live near an ocean.

- Recycle unwanted wire hangers! If you can't, take them back to the dry cleaner.

- For devices that require batteries, choose the rechargeable types.

- Before you throw it away, think about whether or not you can donate it!

- Recycle old mobile phones. The average phone lasts 18 months, which means that 130 million will be retired this year. If they end up in the landfills, the phone and batteries will introduce toxic substances into our environment.

- **COMPOST!!!** Think about how much you can reduce your garbage bill by composting veggie scraps, egg shells, paper tea bags etc.

- Egg cartons make a perfect bed for planting seedlings

- Use biodegradable or cloth diapers. By a time a child is toilet trained, a parent will change between 5,000 and 8,000 diapers, adding up to approximately 3.5 million tons of waste in U.S. landfills each year.

- Skip the coffee stirrer! Each year, Americans throw away 138 billion straws and stirrers.

Scary Statistics

- Americans use 2.5 million plastic bottles every hour! Doesn't that make you feel like reaching for your polycarbonate or stainless steel bottle?

- Americans throw away enough office and writing paper *each year* to build a wall twelve feet high stretching from New York City to Los Angeles.

- In a lifetime, the average American will throw away 600 times his or her adult weight in garbage, which means that each adult will leave a legacy of as much as 100,000 pounds of garbage for his or her children.

- Americans comprise only 5% of the world's population, but we consume 25% of the world's resources.....

Resources!

- <http://oceans.nrdc.org>
- www.50waystohelp.com
- www.everydayactivist.com
- www.mambosprouts.com
- www.seq1.org
- www.treehugger.com