

Green Office Checklist

The Nova Scotia Department of the Environment is pleased to provide this Green Office Checklist for your workplace. It is up to each and every one of us to change our habits to promote a green environment. Please take a few minutes to read over the list and check off things you already do. Look at the other tips to see what else you can include in your daily routine.

Remember, together we can make a difference.

- ✓ Reduce
- ✓ Re-use
- ✓ Recycle
- ✓ Compost

1

Use Less Paper

- When purchasing a printer choose one that prints two-sided documents and will also accept paper with print on one side.
- Photocopy on both sides of a sheet of paper.
- E-Mail, circulate, or post memos rather than copying for everyone.
- Use post-it fax notes or a laminated cover sheet for faxes.
- Produce single spaced documents with narrow margins.
- Create a newspaper and magazine exchange within your office. Eliminating multiple copies of publications will help save trees and reduce energy consumption.
- Review subscriptions and circulation lists regularly to ensure they are accurate and up to date.
- Use presentation software or dry erase boards for presentations rather than flip charts.
- Use undated, erasable wall calendars.



Printed on paper that is made with 75% post consumer waste
May 2000

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Conserve Energy & Water

- Shut off all taps tightly, and report any drips to building maintenance personnel.
- Encourage property management to perform energy and water audits to identify opportunities for energy and water saving.
- Turn lights off at the end of the day to reduce energy consumption.
- Turn off office equipment when not in use, especially overnight and on weekends.

3

Recycle and Compost

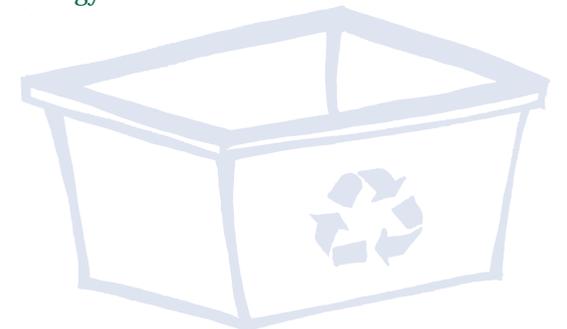
- Recycle paper to save trees, reduce pollution and greenhouse gas effect.
- Collect organic material for composting.
- All materials banned from disposal should be recycled (i.e. beverage containers, corrugated cardboard and newsprint).



4

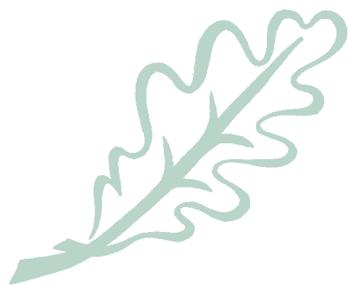
Choose Re-Usables

- Use rejuvenated toner cartridges, mechanical pencils, refillable pens, refillable tape dispensers, and reusable coffee filters.
- Bring your lunch in reusable containers.
- Reuse packaging supplies. Select suppliers who use recyclable packaging and packaging with recycled content.
- Try to repair broken items before discarding as garbage.
- Use reusable mugs, plates, and cutlery in your lunch room.
- Shred unrecyclable paper and use it for packaging material.
- Buy office supplies that have the Environmental Choice™ Program's EcoLogo™.
- Purchase a plain paper fax rather than a thermal paper fax. Thermal paper is non-recyclable.
- Purchase computers & other equipment that have the EPA Pollution Preventer Energy Star certification.



5 Green Attitudes

- Set-up a Re-Use area in your workplace.
- When you no longer have a use for something (such as binders, file folders, paper clips, diskettes, and cerlox binding) place in Re-Use area or pass it on to co-workers instead of discarding it.
- Be a leader. Support Green Initiatives in your office!
- Read environmental notices posted on the office bulletin board.
- Share environmental tips with co-workers.



Check out our website for more information and to download a free screensaver at www.gov.ns.ca/envi

Green Meeting Spec Sheet

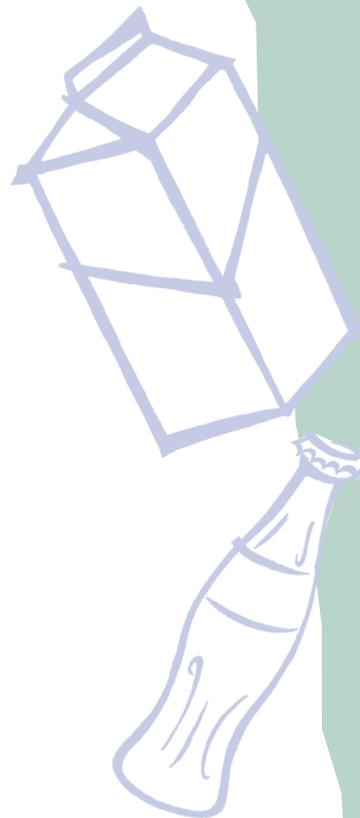
Nova Scotia has made a strong commitment to promote reduction, reuse, recycling and composting. This section has been developed to promote pollution prevention by minimizing waste generation and diverting leftover materials to recycling and composting receptacles. Use this section when planning internal or external meetings and catered functions. Provide a copy of this brochure and encourage the caterer to follow the guidelines.

Use These Green Choices

- Beverages in recyclable or reusable containers.
- Cream/milk in bulk containers (pitchers or cartons).
- Metal spoons or wooden stir sticks.
- Plates, bowls and cutlery that are reusable or compostable.
- Request unpackaged/fresh snacks (e.g. fruit, muffins, etc.).
- Separate containers for organics, recyclables and waste.

Do Not Use

- Plastic or foam plates and bowls.
- Plastic cutlery and stir sticks.
- Condiment packages.



- Plastic creamers.
- Plastic or foam cups and mugs.

● Toothpicks, wooden stir sticks and serviettes are acceptable compostable materials.

Easy Paper Reduction

- Send function notices out by e-mail.
- Print all meeting, workshop or conference materials on both sides.
- Promotional or background material should be kept short and to the point.
- Offer phone and e-mail registration to minimize faxing / mailing registration forms.
- Use wipe charts in place of flip charts.
- If using flip charts, use both sides.
- Use overheads or slides in place of handouts.
- Use reusable name tags.
- Arrange for well-marked, and conveniently located, recycling bins for paper.

Travel Tips

- Use conference calls for meetings. This will save both time and money while reducing greenhouse gas emissions.
- Car pool to training courses, public meetings and information sessions.

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A Greening Government Initiative

“Together, we can make a difference!”