



## TIPS FOR MAKING YOUR OFFICE MORE ENVIRONMENTALLY FRIENDLY

### WHY GO “GREEN”?

As Keep Knoxville Beautiful states on its website: “Each of us holds an obligation to preserve and protect our environment. Through our everyday choices and actions, we collectively have a huge impact on our world. It’s really a simple concept, but one with far reaching effects.” A greener workplace can mean a lighter ecological footprint, a healthier and more productive place to work, and good news for the bottom line. Green businesses are also attracting more customers and establishing long lasting relationships with those customers. Going green is good for your business, good for your customers and good for the community.

### GETTING STARTED

1. Obtain decision-maker (management) buy-in. This step is critical.
2. Establish a committee to discuss ideas, research, make recommendations, and implement approved steps. In a medium- or large-sized business this committee can also help spread the initiatives throughout the departments/organization
3. Make a presentation to employee population to roll out the program and encourage continuing participation; solicit input for implementing ideas and new initiatives.

### INITIAL STEPS

1. Recycle (paper, aluminum, plastic, etc.)
2. Utilize recycled products when feasible – paper, kitchen supplies (cups, etc.)
3. Conserve energy (consider having an energy study done); evaluate impact of PCs, monitors, copiers, printers, and other equipment; consider use of motion sensor-controlled lights, energy-saving light bulbs, etc.
4. Use Green Seal products
5. Discourage littering, including improper disposal of cigarette butts
6. Provide training to employees
7. Develop and include a “Green Office” policy in your Employee Handbook (making compliance with the Green Office policies a condition for employment)
8. Talk to other businesses that have a “Green Office” policy and exchange ideas
9. Use the web – many helpful resources can be found there
10. Join local recycling/energy conservation groups and taskforces

### WHAT’S “GREEN SEAL”?

The Green Seal is a designation awarded to products that have less impact on the environment, but that also work well. To earn the Green Seal, a product must meet the Green Seal environmental standard for the category.

Once a standard has been established, the Green Seal certification body accepts applications from manufacturers. Products are then evaluated for compliance with the Green Seal standard. Test data is gathered for the environmental and performance requirements outlined in the standard. The manufacturing facility is then visited to evaluate quality control procedures. This ensures that the current product is representative of future production. The facility is then re-visited on an annual basis.

If the product meets the established standard, it will be awarded the Green Seal. The seal may be used on the product, on packaging, in advertising, promotion material, catalogs, and in product descriptions.

### CONTACTS & INFORMATION:

#### Knoxville Recycling Coalition

Traci Black, Office Paper Manager

tracikrc@comcast.net

3624 Vandeventer Avenue NW

Knoxville, TN 37919

Office Phone: 865.525.9694

Recycling Hotline: 865.521.9900

See website for additional information: [www.discoveret.org/recycle/index.html](http://www.discoveret.org/recycle/index.html)

- Large 95-gallon rollaway bins available on loan (nominal one-time deposit for each)
- 95-gallon bags, which are difficult to find, can be purchased from [www.plasticbags.biz](http://www.plasticbags.biz) (Phoenix Tape Company)
- Smaller 30-gallon stationary containers can be purchased from KRC for \$25 each or loaned for a nominal one-time deposit
- You purchase bags for all containers as needed
- If you purchase your own containers, they will provide pick-up service for them
- Containers for under desks and 55 gallon bins (medium-size) can be purchased from most office supply companies (KRC does not have 55 gallon bins, but the Chamber finds them to be the most practical size)
- Pick-up service available on a weekly, bi-weekly or monthly basis at a nominal fee

### **Other Recycling Companies Include:**

IFCO Systems  
2829 Texas Ave  
Knoxville, TN 37921  
865-522-5456

Rock-Tenn Recycling  
1323 Proctor Street  
Knoxville, TN 37917  
865-522-6129

PSC Metals, Inc.  
822 Richards Street, NW  
Knoxville, TN 37921  
865-637-4353

Sonoco Recycling  
1111 Mitchell Street  
Knoxville, TN 37917  
865-524-0309

SP Recycling Corporation  
2810 Hoitt Ave  
Knoxville, TN 37917  
865-523-6397

Sunburst Papers  
1550 Amherst Road  
Knoxville, TN 37909  
865-558-3034

Waste Management, Inc. of Tennessee  
2552 Western Ave  
Knoxville, TN 37921  
865-525-0529

### **Keep Knoxville Beautiful**

[www.discoveret.org/keepknox/indexmain.htm](http://www.discoveret.org/keepknox/indexmain.htm)  
Physical address: 100 S. Gay Street, Suite 103, Knoxville, TN 37902  
Mailing address: P. O. Box 385, Knoxville, TN 37901  
Phone: 865-521-6957  
Fax: 865-521-7193

A good resource for obtaining ideas and guidance on starting a “green office” program.

### **Green Seal Cleaning Products**

Check with your janitorial company. It should be able to obtain Green Seal cleaning chemicals and can price them for you.

They may also be able to purchase the following items from a wholesaler at a discount on your behalf:

- Energy efficient light bulbs for regular lights and for lights on dimmers
- EnMotion paper towel dispensers and paper towel rolls, reduces usage – (approximately \$66 each; paper towel rolls are approximately \$53 per case)
- Foam soap dispensers (approximately \$13 each) and Green Seal foam soap (produces 5,000 washes per gallon versus standard 3,000 washers per gallon of standard liquid soap)

### **Local Suppliers of green products:**

American Paper & Twine Company  
3211 Henson Rd.  
Knoxville, TN 37912  
865-330-8800

Kelsan, Inc  
5109 National Drive  
Knoxville, TN 37914  
865-525-7132

ProForms, Inc.  
6901 Neal Chase Way  
Knoxville, TN 37918  
865-922-2433

A&W Supply  
10653 Dutchtown Road  
Knoxville, TN 37932  
865-966-1133

Evans Office Supply  
1401 McCalla Ave  
Knoxville, TN 37915  
865-523-9775

**OTHER GREEN OFFICE IDEAS** (vendors vary by preference/cost):

- Use 35% recyclable copy paper (100% may not work well in your copier)
- Use 100% recyclable paper for printing letterhead and envelopes
- Use email, as opposed to regular mail, whenever possible
- Utilize teleconferences or web-conferences rather than traveling for face-to-face meetings
- Recycle toner and ink cartridges
- Motion-activated light switches for kitchens/break rooms, meeting rooms, etc. (approximately \$50 each plus installation)
- Motion & sound-activated light switches for restrooms (approximately \$140 each plus installation)
- Motion-activated faucets (approximately \$525-550 each plus cost of removal of old faucet and installation of new ones) – saves on water usage and maintenance costs on the faucets themselves
- Set the default on your copy machine to automatically duplex to save paper (contact your copier company for instructions)
- Replace Styrofoam coffee cups with coffee mugs or recyclable plastic or paper cups (1,000 for \$45.20)
- Donate, rather than trash, used furniture, equipment, computers, etc.
- Consider having an on-site audit of your energy usage performed; request a written report/list of recommendations
- Set PC monitors to turn off automatically (Start/Settings/Control Panel/Power Options; Power Schemes tab; Turn Off Monitor option and choose length of time before monitor shuts off). Simply touch any key to turn the monitor back on
- Turn off all computers at the end of each day
- Update insulation or windows (includes tinting)
- Consider installing commercial ultra low-flow toilets
- Encourage employee walking, biking, carpooling, public transit or telecommuting
- Maintain all equipment and vehicles on a regular basis