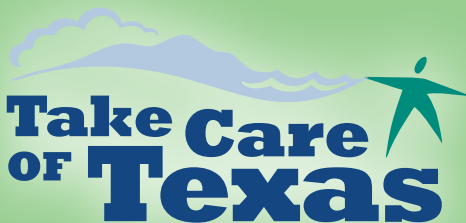


Do Your Part!

Take Care of Texas
in your office.

Save money and the environment,
and keep our state beautiful!



**Take Care
OF Texas**

Take Care of Texas—It's the only one we've got.

Texas is a beautiful and



richly diverse state.

Its population is booming and many parts of its economy are expanding. But all this growth has also generated additional environmental challenges. The Texas Commission on Environmental Quality works closely with individuals, governmental entities, industry, and businesses to protect and improve the environment of the state.

Taking care of Texas is a full-time job. While Texans across the state have pledged to do their part at home, it's now time to start thinking about what else we can do to protect the environment and save money at the same time. Working an average of 40 hours a week and 52 weeks a year, Texans spend about 2,080 hours a year at the office. That makes it the perfect place to start taking simple steps that will improve air and water quality, conserve water and energy, and keep Texas clean. Here you will find 20 tips to help you save money and help you "Do Your Part!" at work.

**Take Care of Texas –
It's the only one we've got.**

Around the Office

1 Turn Off the Lights



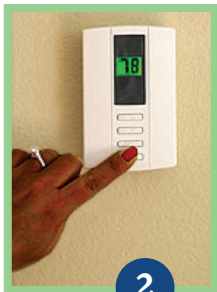
Lighting accounts for 29 percent of an office's energy consumption. By turning off lights when not needed, performing regular maintenance, and installing

upgrades, you can save significant energy and lower your electric bill. Replacing older lights with energy-efficient ones can save up to 30 percent off your lighting cost and up to 5 percent off your overall energy cost.

Tune Up Your Heating and Cooling Systems

Heating and cooling account for 35 percent of an office building's energy use. Save energy and money by tuning up your heating, ventilating, and air conditioning (HVAC) system annually. Even better, service your HVAC before both the heating and the cooling seasons. Systems will decline in performance without regular maintenance.

Change (or clean, if reusable) HVAC filters every month during peak cooling or heating seasons. You save energy and money, and your system may last years longer with reasonable yearly maintenance fees.



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3



Upgrade to Energy Star Electronics

Electronics account for 7 percent of commercial electricity consumption. When you replace electronics, look for the Energy Star label.

Approximately 3,300 electronic products have earned that label and use less energy, save money, and help protect the environment without sacrificing quality or performance.



Reduce Your Unwanted Mail

Each year junk mail, including unsolicited mail to businesses, ends up as 4 million tons of solid waste. E-mail or call direct-marketing companies to remove your name or those of former employees from their mailing lists—some companies have Web sites that allow for removal.

You also can register with a comprehensive junk-mail reduction service for a small fee. Search for “junk mail” online to find some of these services. By taking your name off marketing mailing lists, you can help reduce waste.



Recycle Paper Products

Recycling paper products—including newspapers, paperboard boxes (like cereal and cracker boxes), cardboard boxes, junk mail, and office paper—saves money. That's because recycling paper fiber is cheaper than growing, harvesting, and processing trees.



Texans dispose of enough trash every two weeks to fill the Astrodome. Recycling one ton of paper is the equivalent of using between 17 and 31 trees to produce paper and

saves 7,000 gallons of water and 4,000 kilowatt-hours of electricity—enough power for the average home for six months.

In the Copy and Supply Room

Change Your Settings

Set your printers, copiers, and faxes to “duplex,” allowing printing on both sides, which can cut paper cost nearly in half. Also, activating standby settings on equipment can reduce



energy usage even more by diminishing the power when the device is not in use.

Copiers, laser printers, faxes, and other office equipment can save up to 66 percent

of their 24-hour power consumption if on only during office hours.

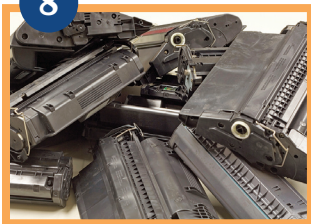
Unplug Electronics, Use Power Strips

Many electronics cannot be switched off completely without being unplugged. In other words, they use energy—20 to 40 watts—even when turned off. We call this power consumption

“standby power.” Unplugging electronics—or turning them off at a power strip—allows you to eliminate the energy used for standby power.



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Reuse Office Supplies

When choosing office supplies, choose items that can be reused. Some, like refillable pens and pencils,

folders, and envelopes, can be reused many times. Also, find out if your office printers will accept remanufactured toner cartridges. By using these or by recycling cartridges, you can help eliminate waste.



Buy Recycled-Content Products

Buy products made from, or packaged in, recycled materials, including office supplies. Recycled content means fewer virgin materials were used to manufacture the product. You can usually spot products made from recycled paper, plastic, and other materials by reading the labels. Give preference to items with acceptable percentages of recycled content, especially post-consumer.

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To view environmental standards and guidelines on recycled content by product, see yosemite1.epa.gov/oppt/epstand2.nsf/.

Recycle Electronics and Batteries

Electronic waste is growing at three times the rate of other municipal waste. Texans discard 1.5 million computers annually. You can help by making sure your used office electronics get donated, reused, or recycled.



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Additionally, look for opportunities to use rechargeable batteries. Most can be recharged up to 1,000 times, then recycled. Visit www.rbrc.org to find a battery drop-off site near you.

In the Breakroom

Pack a Waste-Free Lunch

Save fuel: pack your lunch. By eliminating the drive to your local eatery, you can help reduce air-pollutant emissions. When packing your

lunch, try using a reusable container that allows you to take home your leftovers. To save money and reduce waste, consider buying items in larger quantities, avoiding

individually packaged items. Pack your lunch with realistic expectations of your hunger to prevent throwing out part of it.

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Use Reusable Dishes

Stock your office kitchen or break rooms with reusable glasses, plates, and flatware instead of disposables.

Encourage employees to reuse coffee mugs and dishes daily by washing and drying them on a dish rack. To further reduce waste, invite employees to bring their own tableware and napkins to office luncheons and parties.

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Try Composting

Try setting up a bin in the break room to collect coffee grounds, vegetable scraps, and fruit scraps. Instead of throwing out those scraps and leftovers

with the garbage, recycle them by composting. Compost serves as a soil conditioner that can help improve landscaping and reduce water usage.



Start the Day with Energy-Efficient Appliances

Set your coffeepots and other small appliances to use their built-in timers. Timers can start and stop coffee brewing at specific times. This helps save energy

and keeps your coffee fresh. When replacing break-room appliances, consider energy-efficient models. To ensure you get the best product and environmental savings to suit your needs, look for the Energy Star symbol to compare water and energy usage.



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Check for Leaks

Fix any leaks you find in office faucets and toilets. A faucet leaking one drop per second can waste up to 1,661 gallons

of water each year. Toilets account for most of the water lost to leaks, and 25 percent of all toilets leak. Use a leak-detection dye tablet to check toilets; otherwise, you could waste about 200 gallons of water per toilet every day.

Outdoors and Travel



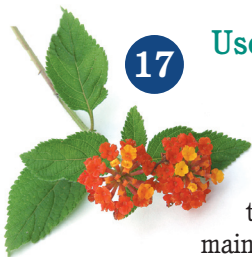
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Choose Environmentally Friendly Landscaping

Encourage your landscape maintenance company to use environmentally friendly

landscaping methods and pass some of the savings on to you.

Spreading a thin layer of compost on the grass every spring and putting mulch around trees and shrubs can keep your office landscape beautiful and save you money. Compost and mulch can cut the need for watering in half and make your plants more resistant to drought, disease, and pests of all kinds, reducing the need for pesticides, herbicides, and fertilizers. For more information, visit <www.yardwise.org>.



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Use Native Plants

Landscape your business's outdoor areas with native Texas plants. Plants that are native to Texas aren't just beautiful—they typically require less water and maintenance, and fewer pesticides and fertilizers—saving time and money. The deep root systems of many native plants also increase the soil's capacity to store water and reduce runoff.

Buy a Cleaner Vehicle

The next time you shop for a company or fleet vehicle, consider the benefits of one with a high fuel-economy rating—reducing air emissions and fuel

costs. For EPA assistance when purchasing light duty fleet vehicles visit <www.epa.gov/fueleconomy/>. The TCEQ offers rebates and grants in certain cases to assist with the purchase of heavy-duty vehicles. Visit <www.terpgrants.org> for more information.



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Reduce Travel

To reduce the amount of employee travel, look for opportunities to work from home, work compressed work weeks, or host meetings via teleconference or videoconference. When traveling for business is required, use public transportation such as the bus or train when feasible. If you rent a car, look for a rental company that offers hybrids or higher-fuel-economy vehicles.

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Improve Your Hometown Environment

Encourage employees to sign up for a local cleanup day, a tree-planting effort, or a waterway cleanup.

Get your office to adopt its own space or mile of highway and turn it green. Volunteer with a group of coworkers to help clean up a local park near the office.

Sign up today and receive a
FREE bumper sticker!

Take the Pledge!

...to do your part to
Take Care of Texas.

Visit our web site at:

www.takecareoftexas.org



Small Business and Environmental Assistance Division
Texas Commission on Environmental Quality

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