



ORGANIZATIONAL PROCESS

- **Form a committee to launch, organize, and coordinate environmental efforts.** Designate advocates for each area of action, such as transportation, office supply procurement, and building operations. Establish monthly or quarterly meetings to implement programs.
- **Provide incentives** which encourage people to participate.
- **Conduct an audit** of the current uses of energy, disposal and recycling practices, and purchasing habits to target actions and benchmark progress.
- **Survey employees to learn** about their commuting patterns and needs. Use this information to establish car pool or mass transit reimbursement programs.
- **Conduct brown bag seminars** to educate staff about environmental issues.

COMMUTING

- **Use mass transit.** Discourage commuting by single occupancy vehicle. Substitute paid employee parking with transit subsidies, such as the Commuter Check Program. Employees can get \$60 worth of commuter checks monthly, tax-free. Vouchers are also tax-deductible to the employer. RIDES works with Bay Area employers to develop transportation programs suited to the needs of the company. Call 800-755-POOL and ask for the Commuter Check specialist.
- **Carpool to work.** Call RIDES to get a free computer match list, at 800-755-POOL. Some financial incentives are available; contact RIDES for more information.
- **Consider carpooling by a private or company sponsored vanpool.** Statistics show that the cost of operating a van is less than the employee time lost to congestion. Some financial incentives are available; contact RIDES (above) for more information.
- **Bike to work.** Provide secure bike parking, showers and changing areas. For information on transit, bike storage, and bridge access, call TransInfo at 415-817-1717. RIDES (above) also offers a Bicycle Resource Guide.
- **Allow employees to telecommute.** For more information contact the Smart Valley (Silicon Valley) Telecommuting Initiative. See www.svi.org/projects/Telecommute/html for a resource page on managing telecommuting and to download their guide.
- **Allow flex time** for commuting to avoid peak rush hour.
- **Participate in "Spare the Air."** Approximately 1,000 Bay Area companies have joined the "Spare the Air" campaign, where they are notified of days when the Bay Area Air Quality Management District predicts poor air quality, spread the word among employees, and the next day try to take transit, rideshare, walk, bike, or telecommute. Check their website, www.sparetheair.org, for information plus links to RIDES, Transit Info, and others. Sign your company up online or call the Bay Area Air Quality Management District at 415-771-6000.

TRANSPORTATION

- **Reimburse employees** for business use of public transit and taxis for travel around town.
- **Use a delivery service that uses foot and bicycle service** as much as possible.
- **Share cab rides.**
- **Schedule enough time in your day to be able to walk to meetings.**
- **Use shuttle services, taxis, and public transportation** to avoid rental cars as much as possible. Call SFO Rides at 800.736.2008 to find out how to get to the airport without a car.
- **When a rental car is required, select a small fuel-efficient model.** Some rental companies may have electric vehicles in select locations.



WASTE REDUCTION

- **Maximize recycling.** Verify that building operators recycle sorted items. Call the San Francisco Recycling Program at 415-554-3400 (544-RECYcle).
- **Only make copies that are necessary.** Instead of printing documents, share them electronically.
- **Store job files and documents electronically** with disk or other back-up rather than hard copy files. Use email to transfer documents rather than faxing to save paper at the receiving end.
- **Don't print email unless a record copy is essential.** Read the information on-screen.
- **Send faxes via e-mail.** See www.efax.com for free service to receive, and priced options for sending faxes.
- **Establish formats for marketing proposals that conserve paper** such as double side pages and a bindings that allow for disassembling and recycling, such as three hole punches and loose leaf rings.
- **Print drafts, faxes, internal memos, and messages on scrap one-sided paper.**
- **Purchase plain-paper fax machines** (thermal paper is not recyclable) and use scrap paper to print faxes.
- **Stop junk mail.** Contact the Mail Preference Service, c/o Direct Marketing Association, P.O. Box 9008, Farmingdale, NY 11735-9008. Ask to be put on "suppress file" which lasts for five years. Ask companies you do business with not to rent or exchange your name with other companies. When ordering products by phone ask to be put on a "no rent" list first. For more information see www.junkbusters.com (free letter writing and other services) and www.zerojunkmail.com (letter writing service for fee).
- **Replace hard copy catalog binders with CD versions or access information via the Internet.**
- **Donate art and office supplies, carpet and other miscellaneous samples** by contacting the East Bay Creative Reuse Center at 510-547-6470. Building Resources will also pick up samples; contact Matt Levesque at 415-285-7814.
- **Chose paper with the highest "post-consumer" recycled content, or use tree-free paper, to meet your cost and quality standards.** Use the lightest weight possible for the job. Avoid deep and neon colors which use hard to remove dyes. Look for unbleached or "totally chlorine free" paper and supplies. See Real Earth (www.treeco.com), Green Earth Office Supply (www.greenearthofficesupply.com) and New Leaf Paper (www.newleafpaper.com).
- **Use mugs, reusable dishes, utensils, and dish towels.** Avoid disposable paper and plastic products. If disposables must be used, purchase those that have recycled material content.
- **Reuse items that will often be discarded after one use** especially vinyl binders, paper and vinyl file folders, transparent sheet protectors, hanging folders and tabs.
- **Shop at a Green office supplier** such as (www.greenearthofficesupply.com) and others for everything from scissors with recycled plastic handles to non-toxic correction fluid to recycled computer diskettes.
- **Purchase remanufactured toner cartridges.** These contain all new components but reuse the exterior plastic housing; all interior materials are recycled. Cartridges come with a 100% guarantee, cost less, and statistics show they perform as well or better than new counterparts. Contact Toner Cartridge & Service (they also provide references), at 415.822.4852