

Green Steps you can take to earn Footprints!

Solid Waste Reduction	Eco-Friendly Products	Eco-Friendly Transportation	Energy Use Reduction	Water Conservation	Reuse/Recycle
DEFINITION	DEFINITION	DEFINITION	DEFINITION	DEFINITION	DEFINITION
Reducing the amount of solid waste disposed in trash	Commitment to purchase products that are most beneficial or least harmful on the environment	Reducing fuel consumption	Reduction of utilities in your building or in your business process measured by Kwh or Dekatherms	Reduce water usage measured in gallons	Reusing waste. Recycling all reusables

Idea's of Green Steps to get you started. You are not required to achieve all of these goals, nor are you limited to these ideas. You must make a company-wide **commitment** to your green initiatives, **quantify** your submission(s) and submit a **minimum of two** steps toward any or all of the criteria to qualify for a sticker.

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| <ul style="list-style-type: none"> • Changing operations in your business so that less trash is produced • Reduce printed material • Buying products with reduced packaging • Reusable dishware • Only double sided printing • Limited e-mail printing | <ul style="list-style-type: none"> • Buy locally produced or manufacture products • Purchase soy based plastics as your primary plastics inventory • Natural landscaping • Remodel office using eco-friendly products • Non-toxic cleaning products • Biodegradable products • List current products used and find an alternative 'green' product as a replacement • Organic food, Fair trade products • Eco-friendly construction materials | <ul style="list-style-type: none"> • Car pool spot as reward • Oil Refining system • Bike parking racks • Alternative fuel vehicles • Improve aerodynamics • Reducing transportation usage/ trip train, bus, car pooling, bike, • Discounts for eco friendly customers • Video conferencing • Fleet maintenance • Number of vehicles used by company and/or employees • Car Pool / Bike / walk to work • Calculate number of miles driven by employees and attempt to reduce | <ul style="list-style-type: none"> • Conduct an energy audit • Change light bulbs to CFL's • Motion sensors in infrequently used areas • Programmable thermostats • Disconnect light ballasts in vending machine • Plant trees • Turn out lights when not if office or room • Turn off lights in vending • Electric strips that can be turned off • Alternative energy windmill or solar panel • Light harvesting • Energy star windows • Green roofs | <ul style="list-style-type: none"> • Motion activated faucets • Waterless high efficiency urinals • Xeriscape landscaping cisterns, rain barrels drip systems • Low flow aerators and/or showerheads. • Water timetable • Water landscaping less often/not every day • Toilet tank water savers • Maintenance process to ensure no leaks | <ul style="list-style-type: none"> • Supply reuse area (i.e. folders, paperclips) • Reusable shopping bags • Buying recycled products • Paperclips vs. staples • Provide a resource for your used product • Recycling programs in place i.e. glass, paper, cardboard, plastic, aluminum, grease, etc.... • Drink from Glassware instead of Styrofoam or paper products |
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