

# Fleeson ing Green

Volume 1, Issue 1

November 16, 2011

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**Yesterday, November 15, was [America Recycles Day!](#) Celebrate by watching this informative [video](#) from last year's festivities.**

## Going Green in the Office

As you know, we have begun a Sustainability Initiative for the office. We feel it is our responsibility to be good global citizens and to preserve resources for our firm. We are very excited about our firm's becoming a leader in Wichita on the environmental responsibility front. This initiative includes such eco-friendly changes as recycling, waste reduction, elimination of Styrofoam, and energy use reduction. In the coming weeks, more changes will be implemented, and we value your cooperation and support. There are many ways we can all work together to make our office more "green," and we have outlined many actions our office could take. Here are some ways you can help to make our office more efficient and environmentally friendly:

### 1. Print as little as possible

If it's not necessary to print, don't print it. This includes emails (most of which are linked to Time Matters anyway), driving directions, drafts which can be reviewed onscreen, memos which can be emailed, etc. The best way to cut down on waste is not to produce any in the first place.

### 2. Print on the back sides of paper

This, of course, does not include client-related materials or documents with any other pri-

vate information. We are in the process of determining which print tray (if any) on the large copy machines will be designated for this purpose.

### 3. Recycle

The majority of waste our office generates is recyclable. If you would like to have a box for your recyclables in your office or near your desk rather than having to take them to the production room, email Kayla and she will provide you with one. Recycling bins are for office paper, file folders (remove and shred labels), junk mail, magazines and catalogs, newspapers and inserts, plastics #1 – #7 (take water bottles to kitchen bin), aluminum containers (take pop cans to kitchen bin), cardboard boxes (flattened), books (both hard and paperback), glass containers (both clear and colored), tin containers, and paper bags. Please wash out all food containers and make sure plastics have a designated recycling number. Kayla takes out the recycling every Thursday morning.

### 4. Turn off the lights

If you have a light switch in your area instead of a motion sensor, turn off the lights when you



**1 ton of uncoated virgin (non-recycled) printing and office paper uses [24 trees](#)**

leave. The cleaning crew does not come in until 9:00 or later, and they leave the lights as they found them. So, if you don't turn off your light, it will stay on all night!

### 5. Use permanent tableware and utensils

We have recently purchased permanent dishes for the kitchens. Use these instead of disposable dishes for lunches to cut down on waste (and save the firm money!). Be sure to rinse your dishes and put them in the dishwasher after you use them.

As we continue to make changes and develop new ideas, we will offer more suggestions on how to work together to keep our office green.

## Quick Facts

Changes are underway to replace halogen light bulbs in our office with LED bulbs. If our lights were left on 24 hours/day, the halogens would need to be replaced every 62 days, the LEDs every 1,375. Halogen bulbs use 50 watts of electricity, LEDs use 6. Halogen bulbs burn at around 300° F, LEDs burn at less than 90° (calculated from comparisons provided on [Sylvania Ultra LED Bulbs](#) box).

The energy used by a building to support just one office worker for a day causes [more than twice](#) as many greenhouse gas emissions as that worker's drive to and from work.

About [30%](#) of the energy used by a commercial building is used inefficiently or unnecessarily.



If every office worker in the UK used one less staple per day, it would save [120 tons](#) of steel.

## Going Green at Home

It is our hope that the changes we make in this office will carry over to other aspects of our lives. There are many things we can all do at home to lessen our carbon footprints and make our homes more efficient. Here are a few easy ways to get started:

### 1. Change a light bulb

Changing just one light bulb in your house from a standard incandescent bulb to an Energy Star qualified bulb can have a huge impact on your electricity consumption. They last 10-15 times longer, [use 75% less energy](#), and, come on, who doesn't love a swirly-shaped light bulb?



### 2. Enroll in a recycling program

[Waste Connections](#) provides a curbside recycling service for a fee of \$11.25 every three months. Your bin, which is picked up every two weeks, can take all of the items listed above in the office recycling. Not only that, but the recycling you produce generates points for you to use at the [Recyclebank](#) website, where you can redeem them for magazine subscriptions, coupons, and gift cards.

### 3. Unplug electronics when not in use

Many electronics still use energy even when they are not in use or switched off. These are called "vampire electronics" or "phantom energy users," which

sound appropriately menacing as they account for about [5%](#) of your home's electricity use. A cell phone charger left plugged into an outlet *without* a phone attached will still use energy. So unplug those vampires! If your chargers or other electronics are plugged in at a hard to reach place, you can purchase a [smart power strip](#), which will cut the energy to the appliance when it is not in use.

### 4. Install high-efficiency showerheads

Using high-efficiency showerheads conserves water and saves money. According to Global Green USA, "high-efficiency shower heads, which cost about \$15, can reduce water use by [50%](#)."

### 5. Use reusable bags

Using reusable bags at the grocery store instead of getting new plastic ones reduces waste and conserves natural resources. According to the EPA

(qtd. by [National Geographic](#)), "somewhere between 500 billion and a trillion plastic bags are consumed worldwide each year. Of those, millions end up in the litter stream outside of landfills—estimates range from less than one to three percent of the bags." Furthermore, "Once in the environment, it takes months to hundreds of years for plastic bags to break-down [sic]. As they decompose, tiny toxic bits seep into soils, lakes, rivers, and the oceans." You can use any kind of bag you have around your home, even plastic bags you've already obtained. Many grocery stores also sell light, cube-shaped bags specifically for groceries, or you can purchase others [here](#).

## Green Ideas Contest

The firm is holding a contest from now until December 1 for the best green idea for the office or home. Make a list of ideas that you already implement or that you think could be implemented and submit it via email to Mary. A panel of judges will vote, and the best idea will win a \$25 gift certificate to the restaurant of your choice! All ideas will then be posted on the Intranet.

## Going Green Around the World

Scientists around the world are always inventing new methods of helping the environment. One of these exciting projects is an energy-storing paving slab, developed by London-based [Pavegen Systems](#). These slabs, made from recycled tires, flex about 5 mm

every time they get stepped on, which on a busy street is about [50,000 times per day](#).



The stone converts the kinetic energy from a pedestrian's step into electricity, which it then stores and uses to power such applications as street lamps, charging stations, speakers and alarms, and lit advertisements.