

**HERE ARE A FEW EXAMPLES OF SIMPLE THINGS WE DO EVERY DAY TO REDUCE OUR IMPACT ON THE ENVIRONMENT:**

- ✓ We recycle and reuse paper. To salvage papers that are printed on one side only, we flip them over and use for incoming faxes and printing for internal purposes. Once paper has been used on both sides and no longer needed, it is shredded and donated to a local vet.
- ✓ We turn off the lights. We hit the switch on our way out for any short term period or for the night.
- ✓ We make our printer's toner last. When printing documents for internal purposes, we change the printer's settings to economy mode and avoid color if possible. Econo-mode uses less toner and prints more pages.
- ✓ We purchase recycled paper.
- ✓ We recycle empty print cartridges and imaging drums.
- ✓ We recycle empty soda cans.
- ✓ We reduce phantom electricity. Office equipment is plugged into power strips that are turned off at night and on weekends.
- ✓ We have a “less paper” office. Our broadcast vendors are asked to send invoices electronically. We pay bills through online bill pay. We use electronic filing systems. Instead of printing hard copies, electronic files are backed up on an external hard drive to minimize the risk of loss of data from a computer failure. Vendors are requested to send proposals via email instead of faxing or mailing. Reports are sent out to clients by email instead of faxing or mailing.
- ✓ We put our monitors to sleep. We conserve energy by setting our computer monitors to sleep or power off when we're away for an extended time.
- ✓ Where it was an option, we replaced any incandescent light bulbs with compact fluorescent lights (CFLs).
- ✓ We turn down the thermostat in the winter and up in the summer.