

Mountain Hardwear Green Office Guide

We play an important role in creating a future where we can meet the needs of the present without compromising the ability of future generations to meet their needs.

Here is how you can contribute while at the office.



Reduce:

- Share and save files electronically
- Reduce printing and copying
- Use a projector to facilitate meetings instead of printing individual documents
- Set copier/printer defaults to double-sided
- Use the size reduction feature – print two pages of a document onto one page
- Copy/print single-sided only when necessary
- Shrink margins on printed documents
- Use print preview function to prevent printing of blank or unnecessary pages
- Eliminate unnecessary paper forms
- Redesign forms to use less paper or switch to electronic forms
- Subscribe to journals online rather than receiving hard copies
- Share a designated trash can with colleagues sitting near you
- Bring your own reusable serviceware and utensils if reusable options are not available in the lunch/break rooms
- Eliminate the use of bottled water at the office or office events
- Turn off computer monitors when leaving the office
- Turn off lights when leaving a room

Reuse:

- Print on previously printed paper, or designate a tray on printers as a “draft” tray
- Reuse office paper as scratch paper
- Reuse packaging and packaging materials
- Designate a reuse area for office supplies such as binders, folders and staplers
- Donate furniture, supplies, scrap materials etc., or use a waste exchange program where another business can take your unwanted items

Recycle:

- Cardboard
- Newspapers, office/mixed paper, junk mail
- Metal cans, containers and aluminum foil
- Plastic bottles and containers
- Glass bottles and containers
- Plastic film
- Printer toner cartridges
- Batteries
- Cell phones
- Fluorescent lamps
- Computer desktops and laptops

Purchasing Considerations:

For paper based products like envelopes, folders, post-it notes and writing pads, look for the following elements:

- Made with recycled content
- Made with non-chlorine bleached paper
- Are certified from sources like the Forest Stewardship Council (FSC) or the Sustainable Forestry Initiative (SFI)

For other office supplies:

- Choose products that can be reused, refilled or have replaceable components such as refillable pens, pencils or erasers.
- Choose pens, markers, adhesives and other office materials with reduced chemical content. Look for words like no- or low-VOC, low-odor and non-toxic.