



Business News

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Are You Running a GREEN Business—And if not WHY?



In this issue of the Business Builders Newsletter we will discuss the importance of Going Green and how in the long run it can be cost effective. We will describe ways to save money, help the environment and leave a positive footprint for the future.

We will describe the best practices instituted by several businesses and governments that are making a difference to the community and its citizens' quality of life.

We will talk about ways that you can individually use small measures of change to help your profits and the environment.

Operating a green business is not only good for the environment but good for your business's bottom line because conserving resources and cutting down on waste saves money. The good news is that whether you run a home-based business or an off-site enterprise, there are simple things you can do to run an environmentally friendly business.

Recycling is the first thing that comes to mind when we think of being environmentally friendly. And recycling is important. But recycling is only one part of the environmentally friendly business equation. We can also take a large step towards being more environmentally friendly by reducing the amounts of waste in our offices and business operations

Here are easy-to-implement ideas for running a green business from the Department of Foreign Affairs and International Trade's Greening Operations guides that you can put into practice right now to make your office a more environmentally friendly place:



The Green Office Guide — The typical office provides lots of opportunities for going green. From adjusting your office's lighting system through the types of office supplies you choose and use, there are hundreds of things you can do to make your office more environmentally friendly. This green of-

fice guide presents going green ideas for the office that are easy to implement and will make a considerable difference over time.

Going Green Ideas for Heating and Cooling

- If you have access to your office thermostat, heat your office to a maximum of 69° F when occupied, 60° F when unoccupied. Heating and cooling set points must be set 3 to 5°F apart so that the air conditioner does not cycle (turn on and off) frequently
- Use weather-stripping and caulking to minimize heat loss from windows and doors.



Going Green Ideas for Printers

- Buy and use recycled paper.
- Save paper by not printing whenever possible. Put a prominent sign up in the office to remind users to print only when necessary.
- Save paper by printing on both sides of a sheet of paper whenever possible.
- Use your printer's eco-mode if it has one.
- Use software such as GreenPrint or EcoPrint2 to save ink, toner and paper.
- Do not have your printer set to come on whenever your computer or computer network comes on; instead, turn on your printer only when necessary.
- When choosing a printer to buy, choose an Energy Star compliant printer - and be sure your new printer has an energy saving feature. Recycle your used ink and toner cartridges.

Going Green Ideas for Computers



- Turn off your computer when not in use. It doesn't hurt it. Really!
- Replace Cathode Ray Tube (CRT) monitors with flat screen monitors. Flat screen displays consume only about one-third the energy of a CRT monitor.
- Consider replacing one or more desktop computers with a laptop; laptops are the most energy-efficient computer/monitor combination.
- Keep computer equipment updated; current new computers and monitors are more energy efficient than those even just two years old.
- Choose Energy Star compliant computers and monitors when selecting new equipment.
- Recycle used computers.

Going Green Ideas for Lighting

- Turn the lights off in rooms when not in use. For instance, there's no point in having the lights in an office staffroom or washroom on all day.
- Replace standard incandescent bulbs with compact fluorescent lamps (CFLs) wherever possible. These use 75 percent less energy than standard incandescent light bulbs while delivering the same light output..



One light bulb can save you \$47 over the life of the bulb. How many bulbs do you have in your business?

Going Green Ideas for Office Supplies

- Look for and purchase green products such as Safe White correction fluid, staple-less staplers and pens that can be refilled repeatedly rather than sent to a landfill.
- Look for and purchase products that are made from post-consumer content (materials have been collected back from previous products and remade into new ones) such as paper and plastic products. Even paper clips with post-consumer metals content are now available.
- Cut down or eliminate your use of products that there are no green alternatives for, such as rubber bands.
- Recycle used office supplies whenever possible.
- Do not leave your office lights on overnight.
- Use light wall colors; light paint colors and higher gloss sheens reflect daylight, meaning your space will need less overhead lighting.

More Green Office Ideas



Place a recycling center in a prominent location in your office. If a complete set of recycling containers would take too much room, put a waste paper recycling box near the printers and a general recycling box in the staffroom. Empty the recycling boxes regularly.

- Encourage staff to use "real" mugs, glasses, dishes and cutlery rather than disposables. It takes just seconds to wash a mug.
- Use coffee filters that are made of recycled paper or even better, get a coffee maker that doesn't require paper filters. Compost coffee grounds if possible.
- Make sure your office has at least one large plant in it. They're not only green and pretty

but great for recycling the air.

- Make sure that your office is being cleaned using green products that are not damaging the environment.
- Use email rather than faxing whenever possible to cut down on paper waste.
- Print one copy of memos and other inter-office documents and circulate them rather than printing off a separate copy for everyone.
- Use whiteboards and/or overhead projectors to display meeting agendas rather than printing and distributing them.
- Get and use a battery charger; using rechargeable batteries in equipment will save money over time and help reduce the amount of toxic materials sent to landfills.
- Find a place to recycle used recyclable batteries and cell phones near you through the Rechargeable Battery Recycling Corporation.
- Practice green procurement.
- Look for products that carry the EcoLogo. (The EcoLogo website provides a searchable database of environmentally preferable programs.)

Going Green Ideas for Washrooms

- Use cloth towels or hand dryers instead of paper towels.
- Put a brick in the toilet. This will displace an equivalent amount of water, using less when the tank fills. (The ideal, of course, would be to replace an old toilet with a new ultra-low-flush model.)
- Always turn off taps completely, ensuring that they don't drip. A tap, leaking at a rate of only one drop per second, can waste more than 25 litres of water a day – that's about 10 000 litres a year.
- Install low-flow faucet aerators to reduce the flow of water from taps.
- Get continually running toilets fixed. They're huge water wasters and it could be just a simple fix. Make sure all washroom cleaning products are environmentally safe



HDC Training Calendar

QuickBooks Training for Nonprofits

8:00a.m. to 11:30a.m. at the HDC/LakeShore Chamber office training center. \$25 includes materials and refreshments

QuickBooks — Anna Sheets, Accounting Made Simple

QuickBooks User Group monthly online FREE

QuickBooks Intro Classes — half day mornings, the first two Wednesdays of every month at the HDC/LakeShore Chamber office training center fee: \$95.00 for participants, \$85.00 for LakeShore Chamber members

QuickBooks Advanced — ongoing through the internet sessions, times and fees vary with each class see www.accountingmadesimple.biz

Microsoft Office Power Point Training and Certification

5 Sessions: noon to 4:30p.m. at the HDC/LakeShore Chamber office training center.

Individual Training Sessions on Word, Excel, PowerPoint, Access, Publisher, and Outlook held monthly pricing and dates to be displayed on website. Chamber members will receive a discount.

Website Design

Session One will begin the website building and development at the HDC/LakeShore office training center

Session Two will fine tune the search engines and website features (see website for details)

E-Commerce Class will be 10 sessions of 2 hours in length. Dates and times to be announced on Lakeshore Chamber and Hammond Development Corporation website.

Coming in September 2009 we are again presenting mini sessions on Microsoft Office; Word, Excel, Access, Publisher, Outlook, and PowerPoint. \$40 each session includes materials and refreshments

For information regarding programs, resources and training calendar visit:

www.hammonddevelopmentcorp.com

www.lakeshorechamber.com

COMING THE WEEK OF AUGUST 3RD TECH-TRAINING—TWITTER, FACEBOOK', LINKEDIN, TELECONFERENCING, AND MORE -SEE CALENDAR FOR DETAILS

Greening Your Business Training coming in September

