Climate Change & You

WHAT YOU CAN DO *at the office*

Business and home offices use a significant amount of electricity for heating and cooling, lighting, and operating equipment. Here are a number of easy ways to reduce greenhouse gas emissions and help make the air cleaner.

Resources

ENERGY STAR:
www.energystar.gov

Federal Fuel Economy Guide:
www.fueleconomy.gov

EPA's Green Vehicle Guide:
www.epa.gov/greenvehicles

EPA's Reduce, Reuse, and Recycle Web site: **www.epa.gov/msw/reduce.htm**

EPA's Electronics Recycling Web site: **www.epa.gov/eCycling**

ENERGY STAR Buildings Web site: **www.energystar.gov/buildings**

EPA's Climate Change: What You Can Do at the Office Web site:
www.epa.gov/climatechange/wycd/office.html

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1. Manage office equipment energy use better

Office equipment and electronics use energy even when idle or on stand-by. To save energy and reduce greenhouse gas emissions at work, always activate the power management features on your computer and monitor, unplug laptop power cords when not in use, and turn off equipment and lights at the end of the day. Consider using a power strip that can be turned off when you're done using your computers, printers, wireless routers, and other electronics.

2. Look for ENERGY STAR qualified products for the office

When buying new products for your office at work or at home, get the features and performance you want and help reduce emissions of greenhouse gases and air pollutants. Look for ENERGY STAR qualified office equipment, such as computers, copiers, and printers, in addition to more than 50 product categories, including lighting, heating and cooling equipment, and commercial appliances.

3. Ask your office building manager if your office building has earned the ENERGY STAR

ENERGY STAR-labeled buildings provide safe, healthy, and productive environments that use about 35 percent less energy than average buildings. Their efficient use of energy also reduces the total operational cost of the building.

4. Use less energy for your commute

Switch to public transportation, carpooling, biking, telecommuting, and other innovative ways to save energy and reduce greenhouse gas emissions on your way to and from work. Encourage your employer to offer commuter benefits that address limited or expensive parking, reduce traffic congestion, improve employee recruiting and retention, and minimize the environmental impacts associated with drive-alone commuting. If you do drive, find out the fuel efficiency of your vehicle using EPA's and DOE's Fuel Economy Web site, and make more environmentally informed choices when purchasing your next vehicle by using EPA's Green Vehicle Guide.

5. Reduce, reuse, and recycle

Recycle office paper, newspapers, beverage containers, electronic equipment, and batteries. Reducing, reusing, and recycling in your office helps conserve energy, and reduces pollution and greenhouse gas emissions. You can reduce, reuse, and recycle at the office by using two-sided printing and copying, buying supplies made with recycled content, and recycling used printer cartridges. For your old electronics, investigate leasing programs to ensure reuse and recycling or donate used equipment to schools or other organizations.