



**SAVE
@WORK**

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Energy Saving Tips



TIP OF THE WEEK

OFFICE SUPPLIES

All kinds of office supplies

- **Prepare a green procurement policy** for office supplies to reduce the energy consumption, carbon footprint and environmental impact of the office.
- **Keep track of supply usage**, so you can avoid unnecessary shopping.
- **Keep order in the supply cupboards** – it helps you know your needs and prevent buying unwanted products.
- **Planning ahead and filling up on supplies on time** also saves you a few needless emergency trips to the store.
- **Buy in bulk** – it is cheaper, needs less packaging and means less transportation, which is definitely better for the environment.
- **Get to know eco labels** that help you choose environmentally friendly products.
- **Try to reduce the usage of all kinds of supplies** – the less stuff you use the less often you have to order and the less waste has to be taken away.
- **Use less paper and ink** when printing, copying etc.

**PLEASE PUT A RELEVANT LOCAL
PICTURE TO THE FRONT PAGE**

Saving energy. Cutting carbon.
Tips by GreenDependent Institute



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Title

You can reduce your energy consumption and improve the environmental impact of your office if you reduce the amount of supplies you use, and if you choose sustainable, local, eco products.

1. **Prepare a green procurement policy** for office supplies to reduce the energy consumption, carbon footprint and environmental impact of the office. Look for affordable, sustainable, locally manufactured products.
2. **Keep track of supply usage**, so you can avoid unnecessary shopping.
3. **Keep order in the supply cupboards** and on your desk – it helps you know your needs and prevent buying unwanted products.
4. **Planning ahead and filling up on supplies on time** also saves you a few needless emergency trips to the store. Ask your colleagues to keep an eye on stocks and don't let it run out.
5. **Buy in bulk** – it is cheaper, needs less packaging and means less transportation, which is definitely better for the environment.
6. **Get to know eco labels** (see next page for the most common ones) that help you choose environmentally friendly products. Envelopes, folders, binders, files, noticeboards, storage boxes, notebooks and pads, markers, pens, pencils, highlighters, whiteboard markers, glues, ink cartridges, desk accessories, cleaning products, kitchen equipment, bin liners – you name it - they all have their eco, non-toxic, recycled, refillable, reusable versions!
7. **Try to reduce the usage of all kinds of supplies** – the less stuff you use the less often you have to order/transport and the less waste has to be taken away.
8. **Use less paper and ink** when printing, copying etc. Print double-sided and only when necessary. Try to avoid reprint. Share documents electronically. By using less paper, you reduce paper waste and cut the energy consumption of the printers/copiers. Saving paper and ink reduces the environmental impact of the office. The ink will last longer if you make printer settings to fast-draft or black ink.





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Top tips for champions

Creative and crafty members of the staff can repurpose old and unused office supplies into something useful (e.g. the floppy disk pen holder and cardboard storage system on the right).

You can also...

Reuse and share stationary supplies in the office. Choose a shelf or two in the cupboard for collecting reusable office supplies (like file folders, binders, etc.) and encourage everyone to share what they don't need anymore.



Did you know?

On average about 57 kilos of paper is consumed per capita in the world, while in the EU the consumption is 156 kg per person.

The average office worker can get through 50 sheets of paper daily and although about 70 per cent of office waste is recyclable only about 10 per cent goes for recycling.



Quick eco label guide

The most common eco labels on paper and paper products, and some office supplies:



**PARTNERS, PUT
YOUR NATIONAL
ECO LABEL(S) HERE**

Further reading and ideas:

Lots of paper saving ideas can be found in our 10th Energy Saving Tips [insert your national link](#).

25 Clever Ways to Keep Your Workspace Organised - <http://www.brit.co/desk-organizers/>

New Uses for Things in Your Office - <http://www.realsimple.com/new-uses-for-old-things/new-uses-home-office>



Source(s):

<http://www.ecooffice.com.au/view/eco-tips/15>

<http://eco-officegals.com/the-benefits-of-green-office-products/>

