5 Winning Strategies for a Green Office

Reduction
- Set printers to print double sided
- Use reusable products

Recycling
- Start a recycling program for carpet tiles, toner cartridges, fluorescent bulbs and other non–traditional recyclables

Purchasing
- Purchase goods with recycled content
- Purchase green cleaning products

Energy
- Use energy efficient lighting
- Utilize your computer's sleep and power settings

Commuting
- Implement a remote work program
- Create green commuting incentives, such as mass transit subsidies

Find more sustainability tips at dep.gov/sustainability/steps-to-sustainability/infographics