



Green Your Business Checklist

Save money and the environment at your workplace

Indoors

- Conduct a waste audit to get a clear idea of what items are being thrown away on a regular basis.
- Sign up for recycling services (it's the law and will likely save you money in tipping fees).
- Place recycling bins next to each trash can.
- Place signs near cans to clearly show what is recyclable.
- Change your printer settings to print double-sided and do not print unless necessary.
- Use electronic documents such as email, electronic filing, invoices, etc.
- Recycle all items you can - not just traditional recyclables. Electronics, motor and cooking oil, ink cartridges and fluorescent lighting can (and in some cases **MUST**) be recycled.
- Use washable plates, silverware and mugs in the company kitchen instead of throwaways. If you are a food business, serve items in recyclable or compostable containers instead of styrofoam.
- Use misprints and one-sided copies as note paper.
- Exchange or donate unwanted supplies or materials with other businesses or nonprofits.
- Source materials and ingredients from local farmers or businesses, which saves natural resources and aids our local economy.
- Conserve electricity throughout your office. Shut lights, computers and other electronics when not in use.

Outdoors

- If you have a sprinkler system, check to make sure you are only watering when necessary (not when it's raining!)
- Install a rain barrel on your property to collect rain water and water plants with it.
- Use native plants in your landscaping.
- Start a compost bin to utilize old or unused foods generated at your business or employee kitchen.
- Install solar or other renewable energy source.

HELPFUL TIPS

- It's important to implement green practices from the top down. Make sure management and executives lead the way and communicate goals to all employees.
- Gain publicity for your efforts (1) internally by making visual reminders of goals and (2) externally by reaching out to the media, creating in-store displays and showing off your good work on your website/social media pages.
- Communicate and work with your custodial staff to ensure proper disposal of items.
- Encourage employees to think of other waste-reducing and eco-alternative ideas for your business.

CONTACT US

We're here to help! Contact us for assistance in completing the items on this checklist. Become a Certified Green Hammonton Business by contacting us at: hammontongreencommittee@gmail.com

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