Keep purchasing green

When you're purchasing for your business there are three things to consider: the environment, performance and your budget.

There are an increasing number of high quality products available that meet strict environmental guidelines. Not only that, high levels of investment into sustainable production methods and raw materials mean many products have found a balance between environmental performance and product quality. Wider availability also means prices are now more competitive than ever compared to less sustainable options.

You can make a green choice by choosing the following:

- Equipment made from recycled materials
- Energy efficient electrical equipment
- Recyclable equipment with components clearly marked
- Re-used or second hand products such as furniture, filing cabinets etc.
- Products with international environmental accreditations like TCO999, ISO 14001 and Energy Star
- Equipment with minimal packaging, recycled or recyclable packaging
- Printers and copiers that work well with recycled paper and are suitable for double-sided printing

You can make a positive impact on the environment with everyday office purchases

- Buy products with recognisable environmental labels
- Use recycled paper, envelopes, boxes, notepads, folders
- Share newspapers and magazines
- Use recycled toner cartridges
- Buy locally made products
- Purchase mechanical pencils and refillable pens
- Use durable or recycled kitchenware
- Request products that have minimal packaging
- Replace light bulbs with energy efficient bulbs
- Switch to green electricity from a supplier using clean energy

By looking out for the environment, in many cases, you'll also be looking after your budget. Environmental choices can lead to savings on electricity, waste disposal, stationery and kitchenware.

Spending a little time finding the green option when you are making your next order isn't difficult. But don't try to make your office environmentally friendly in one go. Why not try to switch to one or two greener products with every order?

Simple changes to the way you work

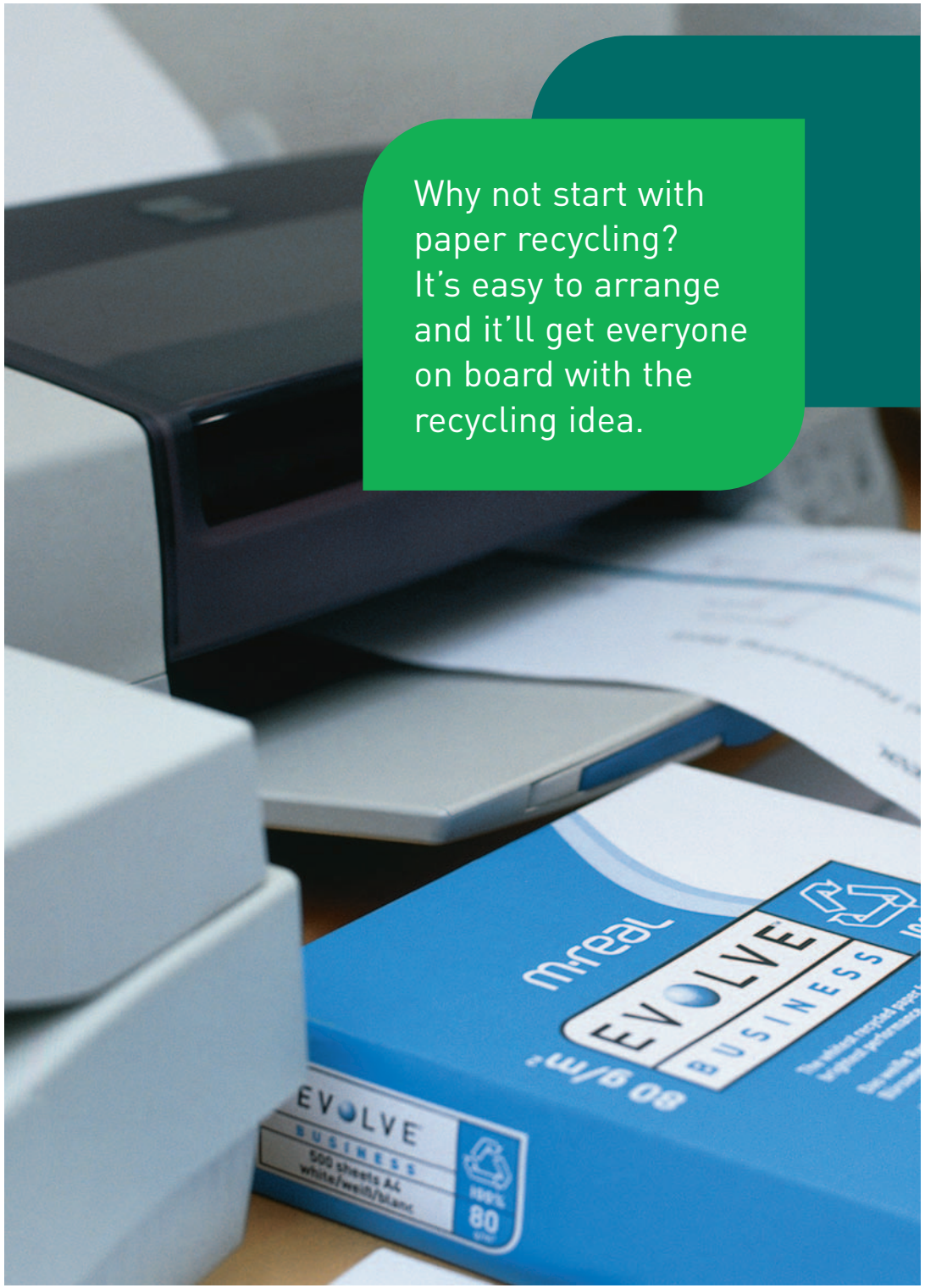
You can reduce the impact your business has on the environment by making a few simple changes to the way you work.

- Make sure all office equipment is turned off when not in use
- Use all energy saving features
- Reduce paper by printing on both sides
- Check documents in print preview to avoid paper waste
- Bring lunch from home and avoid packaged food
- Open/close windows to maximise the efficiency of air conditioning and heaters
- Install timers on lights for after hours
- Clean the air with office plants
- Introduce a car pool or use public transport when possible

Recycling and re-using
Finding ways to re-use and recycle products can have a big impact on how green your office is. There are many everyday office items that can be recycled or refurbished and it's really easy to organise.

Try the following:

- Recycle paper and cardboard
- Recycle bottles and cans
- Refill or recycle ink and toner cartridges
- Donate outdated electrical equipment for reconditioning
- Sell or donate office furniture for resale



It's easy to get started. EU waste legislation makes greening your office a necessity.

How to recycle: let's get started

When you start a recycling scheme there are a few basic guidelines that will make the process less painful and more successful in the long term.

Take a gradual approach and work your way to a full recycling programme.

- Put collection boxes in convenient locations
- Mark boxes clearly with what is and isn't recyclable
- Identify a central area for collection of unwanted office suppliers then put them in the stationery store for future use
- Contact office equipment manufacturers to see how they can help
- Ask the local council for advice on commercial recyclables
- Set up a co-operative recycling programme with other businesses

Once you've started your scheme, keep up the momentum by telling everyone about it both inside your organisation and with suppliers and customers and your local community. Remember, the more you talk about it, the more likely your chances of success.

Green audit: what you can do

Now you know the important issues, you'll be able find simple ways to get everyone on board and improve your organisation's environmental performance.

To find out how green your organisation is and help you identify areas where you could improve things, ask yourself these simple questions.

- Do you use recycled paper?
- Does your office produce a lot of wasted paper?
- Is your office equipment operating with maximum efficiency?
- Is all office equipment and non-essential lighting turned off at night?
- Are you recycling paper, ink or toner cartridges, bottles or cans?
- Could any local charities or schools benefit from your unwanted equipment or consumables?
- How many products do you use that have environmental labels?
- Are your colleagues kept informed about what your organisation is doing to reduce its environmental impact?

Want to find out more?

Here are some of the most common environmental terms.

Environmental policy
The guidelines for what a company hopes to achieve through its environmental practices.

Environmental footprint
Measures the impact of an organisation in environmental terms – use of resources, waste generation, product life cycle.

ISO 14001
An international environmental management standard that covers organisational procedures, procurement, product development, production and distribution.

Life cycle
Term used to assess and identify the complete environmental impact of product – from manufacturing to use to disposal.

Paper profile
Paper Profile is an environmental product declaration system developed in co-operation with paper manufacturers, distributors and industry associations. The standardised one-page declaration format gives vital product-specific environmental information for individual paper products.

Producer responsibility
Requires organisations involved in the manufacture, distribution and sale of goods to take greater responsibility for the disposal and/or recovery of used products.

Product miles
The distance products travel from production to use. Buying locally reduces product miles and therefore carbon emissions.

Recycling
The reprocessing of wastes, either into the same material or a different material. The most common products for recycling are paper, plastic, glass, cardboard and metals.

Recovered paper
Paper that has been obtained by recovering the ultimate product once it has completed its life cycle, e.g., office paper waste and magazines.

Sustainable development
The need to meet current demands for economic growth, competitiveness and employment without sacrificing the sustainable management of resources and the environment for the future.

TCO 99
Internationally recognised accreditation endorsing products that conform to high standards in worker health and safety as well as environmental responsibility.

Do something. Evolve.

Choosing a 100% recycled paper like Evolve is one way of putting your organisation on the path to better environmental performance and sustainability. So, if you are ready to do something, take a look at Evolve and see what it can do for your office. It's time.

Evolve office papers:

- 100% recycled from recovered paper
- Brilliantly white
- Ideal for everyday or high profile printing
- Superb print quality
- Available in cut size, folio and reels

100% Recycled…
No Compromise

For stockists and more information
www.evolve-papers.com
info@evolve-papers.com