

How to reduce your environmental impact in the office

Rethink
Reduce
Reuse
Recycle

Meetings and events

Organise a video/teleconference instead of travelling from different places to face-to-face meeting. It is easier, cheaper and more environmentally friendly. It also saves time!

.... if a physical meeting is necessary:

- Organise the meeting at a place where the majority of the participants are based.
- Print to order the material for the meeting. Use double-sided printing and/or print two pages on each side. If printouts of presentations are needed, use 'Handouts'-option with six slides on each page.
- Serve tap water instead of bottled water. It is cheaper, contains less bacteria and reduces the amount of waste.

For more info

If you have ideas or comments on how to reduce the EEA's environmental impact, please use the ideas box in the canteen or send an e-mail to our environmental coordinator, Tarja Porkka Knudsen.



Electronic equipment

In the morning

- Switch your computer on first when you need it.
- Switch your individual or shared printer and copying machine on first when you actually need to use it.
- Use black screensaver which consumes less electricity than an animated screen saver.

During the day

- If you leave your office for more than an hour, save any open documents and put your computer on 'stand by' or 'hibernation' and switch off your individual printer.

At the end of the day

- Shut down your computer and turn off the printer.

Heating

- Adjust the thermostat, if you open a window. (Please contact Logistics if this is a problem).
- Close the office door, if you open a window
- Keep the window fully open for 5–15 minutes instead of just ajar for hours.

Lights and lifts

- Use natural light wherever possible.
- Always switch off the lights in the office, bathrooms, kitchens and meeting rooms when leaving (for more than 15 minutes).
- Take the stairs instead of the lift. It saves electricity and keeps you fit.

Transport

- On missions use buses, trains and metro for transportation between the hotel, airport and meeting places.
- Go to local meetings by bike, bus or metro.



Paper use

- Avoid printing e-mails and drafts (display documents on screen rather than printing out a paper copy)
- Archive electronically.
- E-mail documents as attachments.

... if you have to print:

- Make layouts that use as little paper as possible — provide a printer-friendly version.
- Use the print option 'current page' and 'pages'.
- Check 'print preview' to avoid printing mistakes.
- Print on both sides of the paper in toner-saver mode (EconoMode).
- Print two or more pages on one sheet, where possible (Go to Print → Pages per sheet OR Print → Properties → Finishing → Print Task Quick Sets: EEA EMAS Premium).
- Avoid printing on glossy paper and in colour (**Note:** never have a colour printer as your default printer).

Special equipment, like coffee machines, fans etc should only be on for short periods of time.

Water

- Boil only the amount of water you need.
- Drink tap water (you can refrigerate it in a jar in the morning, if you want to have cold water available during the day).
- Take short showers and turn off the water while shampooing your hair.

Waste

- Deliver all reusable office items (like used binders) to the Logistics instead of throwing them away.
- Deliver used batteries and toner cartridges to the Logistics.
- Put paper and other waste in separate waste bins (Put used napkins in black incineration bins, not blue paper recycling bins).
- Flatten cardboard boxes and put them in the paper waste bins/sacks.
- Deliver recyclable glass and plastic bottles to the canteen.
- Avoid using non-recyclable plastic bottles, cups, bags etc. You can deliver plastic bottles to public glass containers in Copenhagen (but not to the EEA's glass container).

.... If in doubt, how to sort, take a test at <http://www.open2.net/environment/sort.htm>.