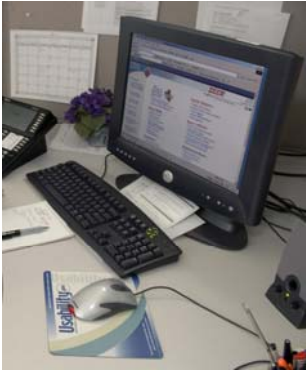




NIH Baltimore Goes Greener!

NIH Baltimore Environmental Management System



NIH Offices Go Greener

What can I do to make my office greener?

Here are some tips on what you can do to minimize your impact on the environment.

PURCHASE

- ✓ Purchase office supplies and furniture that contain recycled and non-toxic content to conserve natural resources and reduce waste
- ✓ Purchase Energy Star® equipment and enable energy savings features on computers

REDUCE

- ✓ Double-side all printed and copied materials
- ✓ Limit what you print and scan what you can
- ✓ Turn off lights when not in use and use natural lighting when possible
- ✓ Activate the power down features in Energy Star® computers and monitors to enter into a low-power or sleep mode when not in use
- ✓ Turn off computers and office equipment at the end of every workday
- ✓ Unplug equipment (e.g., phone chargers, radios, coffee makers) when not in use since they continue to drain energy when left plugged in
- ✓ Use compact fluorescent lights
- ✓ Use the stairs instead of the elevator

REUSE

- ✓ Use durable reusable plates, cups, and utensils
- ✓ Carpool, bike, or use mass transit to commute to/from work
(<http://www.baltometro.org/content/view/42/80/>)

RECYCLE

- ✓ Paper, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics
- ✓ Toner and inkjet cartridges
- ✓ Donate used furniture and electronics through the Property Utilization Branch (and notify your Property Custodial Officer)
(<http://olao.od.nih.gov/GovernmentProperty/DisposingOfProperty/>)

REBUY

- ✓ Purchase quality furniture and electronics that are no longer needed through the Property Utilization Branch (and notify your Property Custodial Officer)
(<http://olao.od.nih.gov/GovernmentProperty/AcquiringProperty/ReutilizationSurplusScreening/>)

For more information,
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National Institute
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NIDA NATIONAL INSTITUTE
ON DRUG ABUSE
The Science of Drug Abuse & Addiction

