

November 8, 2010

Re: Reducing operating expenses by going green

To all our TechnoTraining clients, sub-tiers and trainers:

Are you ready to reduce your operating expenses as well as help the planet? We believe our actions can make a significant and positive contribution to solving some of our environmental problems and we'd like to invite you to join us.

TechnoTraining is currently implementing ways to minimize our consumption of resources, including energy, paper and water, along with a reduction of waste and emissions. We encourage our clients, sub-tiers and trainers to do the same and work with us towards becoming a green company.

We don't pretend to know all of the green ideas out there. So please share with us your tips and let us know how you are being green. We will gladly share your suggestions to others so we can all become more aware of how a simple adjustment in our daily life can add up to making a difference in our world.

I have included a Green Office Checklist to start you on your way to becoming green. By embracing just a few of these ideas, you will be on your way to reducing your daily cost and environmental footprint.

Thank you for your green support.

Regards,

TechnoTraining, Inc.

Green Office Checklist

1. **Furnish mugs and glasses** to all employees for coffee and water. Keep a few extra mugs for guests. If you must have disposable cups, use paper, not Styrofoam.
2. **Drink tap water, and avoid bottled water.** Buy a filter if desired. Tap water is much safer and more regulated than bottled water.
3. **Change all of your light bulbs** to CFLs and energy-saving solutions.
4. **Turn off and unplug all computers and electronic devices after hours.** Even when these devices are turned off, they will continue to use electricity unless you unplug the power cord to keep them from charging all night.
5. **Unplug coffee machines and other appliances** at work when they are not in use so they don't pull electricity all day.
6. **You can use a SmartStrip** in lieu of unplugging everything. A SmartStrip is a combination power strip and energy-saving device that will turn off your electronics when not in use.
7. **Use environmentally-friendly cleaning supplies** and insist that your housekeeping crew do the same.
8. **Use recycled products.** Look for products with a high percentage of postconsumer recycled content, reduced chemical content, and biodegradable or compostable components.
9. **Reuse file folders, boxes and all other office supplies** before buying new ones.
10. **Recycle all equipment you wish to retire.** The U.S. Postal Service announced in March 2008 that it will provide free postage and already-addressed envelopes for people who wish to recycle their old iPods, Blackberries, MP3 players, small inkjet cartridges, and digital cartridges. For computers and accessories, consider programs like [Dell's recycling and donation program](#) and some large warehouse stores like Costco and Sam's Club.
11. **Question your suppliers about their environmental policies**, and switch, if necessary. Buy local, if at all possible, to reduce trucking and shipping costs. Support supplier and vendors that use less packaging material and green shipping policies.
12. **If you ship items, use biodegradable brown paper** as packing material instead of non-biodegradable material such as Styrofoam popcorn.
13. **Avoid individual packaging** by buying items such as coffee, sugar, and creamer in bulk.
14. **Whenever possible, use digital delivery methods** such as email or internal fax to avoid postage, printing, ink, and paper use.
15. **Copy frugally.** Post a sign at the photocopier that says, "Do you really need to make a copy?"
16. **Add a line at the end of your email signature** that says, "Please consider the environment before printing this email."
17. **Cut out junk mail and paper subscriptions** to newspapers and magazines. As an example, I read the Wall Street Journal online every morning.
18. **Practice onscreen editing** to save printing.
19. **When you must print, view your document first in Print Preview** before printing to save printing mistakes.
20. **When you must print, print double-sided** documents.

21. **Purchase software online and download it** to avoid packaging and shipping costs and materials.
22. **Recycle all office trash.** Give each employee two trash cans: one for recycled materials and one for landfill items. Call your city street or sanitation department or recycling program coordinator to find out how to maximize your recycling.
23. **Use native, local plants** that require less water when landscaping and decorating.
24. **Offer rebate or reimbursement vouchers** for employees who use public transit, carpool, or drive hybrid cars to work. Better yet, work at home.
25. **Support right turn technology** for professional drivers. Used in route planning, right turn technology minimizes the use of left turns which take longer and cause the vehicle to idle longer, wasting fuel.
26. **Encourage all employees to keep a mug and a bowl** with a lid in their cars. When they go to Starbucks, they can use the mug for their drink. Using the bowl as a to-go box for restaurant lunch leftovers will save many Styrofoam containers from going into the landfill.
27. **Keep this list electronically and help it grow.** Add more green ideas from employees, clients, and vendors here.