



BEDFORD2020

20 Tips for Putting More **GREEN** IN YOUR SMALL BUSINESS

Getting Started

1. Go After Waste: Waste, of any kind, wastes your money. If you paid for it and didn't consume it, it is waste – lights/heat left on at night, over-ordered inventory. Examine every aspect of your business to be more efficient, use fewer resources, and cut waste.

2. Choose a “Green Leader”: Designate yourself or someone in your business to be responsible for gathering information, implementing and measuring green initiatives.

3. Gather information: Visit Westchester Green Business Challenge www.westchestergov.com/greenchallenge; check out both NYSERDA and your local utility, Con Ed or NYSEG, for free services and incentive programs for many of the tips listed below; visit www.Bedford2020.org for information on Business Task Force page.

Conserving Energy and Water

4. Energy Audit: Contact NYSERDA, Con Ed or NYSEG for a free audit – they have great programs and incentives for HVAC, Lighting and Building Efficiency upgrades.

5. Lighting Strategies: Replace incandescent bulbs with compact fluorescent or LED bulbs; replace old T12 fluorescents with energy efficient lighting; install motion sensors or timers in areas where lights are used intermittently; replace exit signs with efficient LED models. Check with NYSERDA, Con Ed or NYSEG for incentives.

6. Install Programmable Thermostats: Set to 76 F for cooling & 68 F for heating; use timer to turn systems down after hours. These measures might be eligible for incentives: check with NYSERDA or your utility.

7. Purchase ENERGY STAR Equipment: When replacing outdated appliances & equipment, purchase new models with ENERGY STAR efficiency ratings. These measures might be eligible for incentives: check with NYSERDA or your utility.

Conserving Energy and Water

8. Reduce “Vampire” Energy Drain: At night, “Vampires” suck up energy. Your office equipment draws energy if left on or on sleep mode. This kind of vampire energy drain can account for up to 10% of your energy costs. Set computers, copiers and printers to go into power-save mode after 10-15 minutes. Turn off equipment at the end of the day.

9. System Maintenance: Set up a calendar for checks throughout the year.

10. Check for/Repair Bathroom Leaks on a Regular Basis: Set up a calendar for checks throughout the year.

11. Install Water-Saving Equipment: Install adjustable fill valves for toilets; install aerators and/or auto shut-off on faucets; install “touch-less” bathroom faucets.

Waste, Recycling and Procurement

12. Reduce Paper Usage: Buy recycled paper products; conserve paper by using/printing on both sides; eliminate/unsubscribe to junk mail; decrease paper usage via electronic communications and document circulation.

13. Reuse Packaging and Shipping Materials

14. Provide Shopping Bag Options: Offer reusable bags; offer customers a “no-bag” option; eliminate use of plastic bags.

15. Recycle: Install recycling bins; go beyond just paper and recycle cardboard, printer cartridges, light bulbs, batteries and cell phones.

16. Purchase Reusable Office Kitchen Supplies: Replace disposable products with durable reusable cups/mugs, dishes, utensils.

17. Use Environmentally Friendly, Non-Toxic Cleaning Products: Use Green Seal (or Equivalent) cleaning products for better quality and improved employee health.

18. Explore Composting: Composting can reduce your total volume of waste by up to 40%!

Measuring Results

19. Determine the Impact of Green Initiatives: Determine “pre-green” baselines and use to measure results/savings (Bedford 2020 can assist with this). Modify and enhance Green strategies as warranted.

20. Recognition: Achieve sustainability recognition for your business via Bedford 2020 Green Seal Program.