



# Tips for Going Green at Work

## 1. Save paper - copy/print on both sides and think before you print

## 2. Turn off lights in offices, restrooms and other common areas when they are not in use

NIH is the largest consumer of electricity in Montgomery County, paying over \$4 million for electricity every month. Can you help reduce this bill?

Resource: [NIH Energy Saving Tips](#)



## 3. Turn off computers and other equipment in the evenings



## 4. Recycle paper, bottles, cans, printer cartridges, and much more

NIH Produces 95 tons of trash each week. Much of this trash can be recycled instead. The NIH campus recycling program recycles the following items:

- Mixed Paper: white and colored paper, magazines, newspaper, envelopes, manila folders, cardboard and three-ring binders.
- Comingled: aluminum, steel and tin cans, glass, all plastic bottles and containers, plastic bags, plastic utensils and tin foil.

Resource: [NIH Recycling website](#)

The NIBIB offices located off-campus follows [Montgomery County recycling regulations](#).



## 5. Green your lab by using less toxic chemical options and handling chemicals properly

NIH produces 3.5 tons of hazardous waste, 1 ton of radioactive waste, and 1 ton of medical waste each week.

Resource: [NIH Green Labs website](#)



## 6. Purchase office supplies made of post-consumer recycled content

Resource: [NIH Green Purchasing website](#)



## 7. Transportation: Bike, Carpool or Metro to work

Resource: [NIH Commuting Options](#)

## 8. Store documents in electronic formats rather than printing them



## 9. Use a reusable mug for coffee and tea

The NIH cafeterias allow patrons to bring in reusable coffee mugs. Many of the cafeterias even give discounts for using your own mug.



## 10. Use natural lighting when possible instead of overhead lights