


The Central New Jersey Council is committed to the environment and conserving our natural resources.

We are aware that our printing activities are the area with the greatest environmental impact, and we are taking steps to reduce our negative impact on the environment.

- Electronic communication
 - Send communications through e-mail whenever possible.
 - Each employee should include the following above their signature on all outgoing e-mails:  **Please consider the environment before printing this e-mail.**
- Conserving Paper
 - Think before you print. Is a hard copy really necessary?
 - Save files electronically instead of printing. Set up your filing system on the server rather than filing paper in file cabinets.
 - Electronic forms allow you to print out the documents you need, only when you need them. No more wasted stacks of unused forms the next time there is a change.
 - Use paper that is only printed on one side for scratch paper.
 - Keep mailing lists current to avoid reprints.
 - Do your proofreading and edits on your computer before printing to reduce the number of prints you make.
 - Re-use file folders by placing new labels over the old ones. Then, use the other side and start over again.
- Conserving Energy
 - Turning off the lights when you leave a room is a simple way to make a positive impact on our energy costs.
 - Disable screensavers on computers and allow idle computers to power down into sleep mode if you are going to be away from your desk for an extended period of time during work hours. The alternative would be to turn off monitors and printers when going to lunch or into a long meeting.
 - Instead of letting computers and other electronics power down into sleep mode, shut off of all computers and electronic devices every night after work.
 - If you have a powerstrip, simply switch off the power strip.
- Cutting Down on Waste
 - Bring in a coffee mug if you drink coffee, tea, or hot chocolate.
 - Bring a reusable water bottle from home for your drinking water.
 - Instead of going through boxes and boxes of plastic utensils every month, consider bringing your own utensils from home.
- Clean Air
 - Bring in plants to liven up your workspace. Plants not only brighten up the office, but also improve the quality of the air in our building.