

# How to become a green practice



## Become energy efficient

A recent international study found that nearly half of all workers do not typically shut down their PCs at night. In the US, this wastes around US\$2.8 billion annually. (Source: 2009 PC Energy Report).

### Green Practice Tips for you:

- Watch out for vampire power – lights and computers don't need to run after everyone has gone home. Try to use "set and forget systems", i.e.: energy saver modes, sensor lights and automatic timers.
- Learn to use your office equipment – optimise the settings on fridges, heating, cooling and lighting.

## Reduce the use of paper and stationery

A sheet of virgin A4 paper has a water footprint (the sum of water used in the production chain) of 10 litres (Source: [www.waterfootprint.org](http://www.waterfootprint.org)). Despite lawyers' love of paper, there are court-approved ways to reduce consumption.

### Green Practice Tips for you:

- Reuse – believe it or not, lawyers are allowed to write on both sides of the page!
- It's not your responsibility to print for everyone – don't print an agenda or presentation for every attendee. Instead, provide electronic copies upfront and let them decide.

## Provide transport options

A study by the Managing Partners' Forum found that travel accounts for up to 90% of the carbon output of some professional service firms, primarily due to flights. (Source: [www.mpfglobal.com/campaigns/carbon\\_footprint.aspx](http://www.mpfglobal.com/campaigns/carbon_footprint.aspx)).

### Green Practice Tips for you:

- Learn to use your firm's teleconferencing or video conferencing equipment as a meeting alternative.
- Commute time doesn't have to be dead time – car pooling or catching the train with colleagues is a prime opportunity to 'clock on early'.

## Save water at work

If 100 litres represents all the world's water, then only half a teaspoon of that water is available for human consumption. (Source: [www.savewater.com.au](http://www.savewater.com.au)).

### Green Practice Tips for you:

- Identify the water footprint of your consumption at [www.waterfootprint.org](http://www.waterfootprint.org) – you might be surprised.
- Use only as much water as you need, when you need – don't leave taps running or run dishwashers half full.

## Manage your waste

Australians produce a staggering 200kg of packaging waste per person every year, 44 per cent of which ends up buried in landfill. That's enough waste to fill nine MCGs each year. (Source: Environment Victoria 2009).

### Green Practice Tips for you:

- Recycle your toner cartridge instead of sending it to landfill. See [www.closetheoop.com.au](http://www.closetheoop.com.au) to locate the nearest toner cartridge collection box.
- Do your research – conduct a simple audit to help understand waste habits at work. See the Planet Ark Business & Workplace Information webpage for assistance <http://tinyurl.com/lzburg>.

For a complete version of these materials and Tips for your Firm visit the Green Practice website [www.liv.asn.au/greenpractice](http://www.liv.asn.au/greenpractice).

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## Sustainable events and catering

Victorians waste 700,000 tonnes of food each year – the equivalent of buying five bags of groceries a week and throwing one away. (Source: [www.foodwise.com.au](http://www.foodwise.com.au)).

### Green Practice Tips for you:

- When organising catering, be as picky with your purchase decisions as you would for your own family. Avoid ordering endangered seafood (see [www.marineconservation.org.au](http://www.marineconservation.org.au)), consider going organic and don't over-order food.
- When promoting an event, use electronic advertising and invitations.

