

Protecting Our Environment

WHAT OTHERS ARE DOING ❖ HOW YOU CAN HELP

The Rite of Spring: Tips for a “Greener” Office

(NAPSA)—For the American worker, spring can be a time of indoor as well as outdoor renewal. This makes sense, given that the average person spends 90 percent of his or her time in the great indoors.

Tyler Elm advises workers on what can be done to improve the environment they work in.

Elm, an environmentalist with the world's largest reseller of recycled paper—Office Depot, believes a healthful and environmentally friendly office can result in greater productivity and overall quality of life.

He offers the following simple tips to help workers improve their inner environment:

- Stock your office with environmentally friendly products. These days, you can find high quality environmentally preferable office products to substitute for traditional office supplies.

- Recycle your office paper. Paper and corrugated cardboard comprise more than 75 percent of most office trash.

- Recycle used ink cartridges so they can be reused. One place to do this is at Office Depot. On average, each toner cartridge recycled keeps 2.5 pounds of waste out of the trash and saves one-half gallon of petroleum.

- Use digital storage solutions to cut paper use and reduce clutter. One floppy disk can store up to 750 sheets of text; one 100Mb zip disk can store the contents of a four-drawer filing cabinet; one CD-ROM can hold nearly a roomful of paper.

- Choose flexible furniture solutions, such as modular components, that can evolve as your



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business grows. When you outgrow your furniture, donating it to nonprofit organizations can keep valuable goods out of the waste stream.

- Look for the Energy Star label. Electronics that “sleep” or power-down when not in use consume 40 percent less electricity than standard models.

Why does Office Depot care so much about the environment? Company CEO Bruce Nelson explains: “In the business we are in and for the customers we service, it is only natural for Office Depot to take an aggressive stance on matters pertaining to protecting our planet.”

Recently, the company made a commitment to the environment by joining forces with three organizations dedicated to preserving the world's ecosystems: Conservation International, NatureServe and The Nature Conservancy. Working together as the Forest & Biodiversity Conservation Alliance, they will promote conservation.

To learn more, visit the Web site at www.community.officedepot.com/environment.asp.