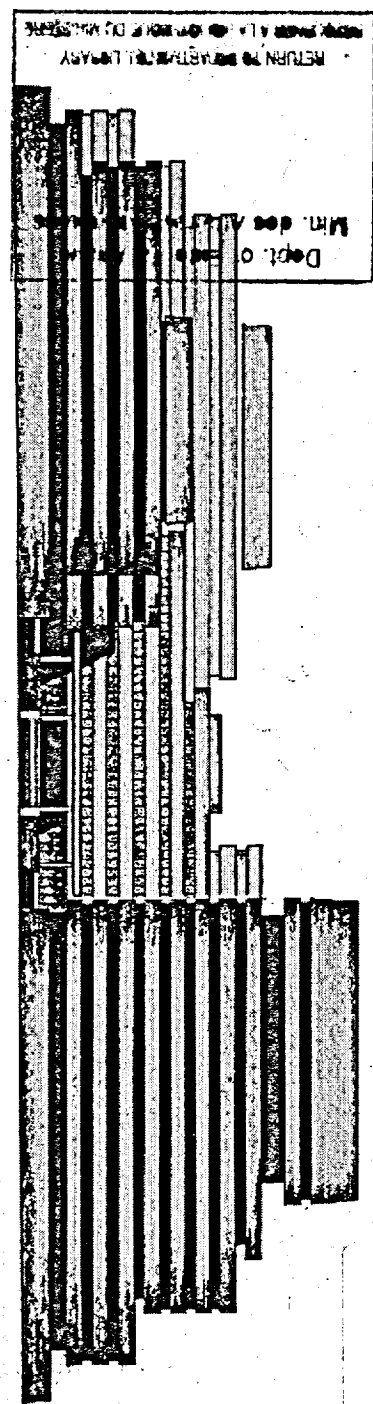


Department of Foreign Affairs
and International Trade
Ministère des Affaires étrangères
et du Commerce international

Canada



Working Green At Headquarters

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WORKING GREEN AT HEADQUARTERS

This brochure provides information on how you can take full advantage of the various conservation, recycling and waste reduction programs at the Pearson Building.

Your efforts do make a difference. By making a decision to first **reduce** consumption of goods, then to **reuse** as much as possible, and finally to **recycle** what cannot be reused, you contribute to significant reductions in energy consumption, greenhouse gases, water pollution, acid rain, the movement of hazardous goods, and the depletion of natural resources.

Place Vanier and Bisson Campus have similar programs to those at the Pearson Building. If you work at either one, you can apply the general principles of conservation and waste management outlined in this brochure.

Environmental Services Division (AES) will address questions, concerns or suggestions you have regarding greening operations. **Telephone** ☎ 944-0631 or visit our sustainable development web site (see overleaf).

CONSERVATION

Of the 3 R's, to **reduce** is by far the most beneficial one to the health of the planet. Consider the environmental cost of not only the manufacture of goods you consume,

but the packaging, transporting and, ultimately, the disposal of them.

Energy Savings

Computer monitors: without power savers installed or turned on, computer monitors use more than 80% of the total energy consumed by computers. Most new computer models have built in powersave options. If you have not already done so, request that Signet Support configure your computer monitor with the powersave operative. Call **Info Tech** ☎ 944 1776 (option - Signet Support and electronic information management services).

Computer terminals: turn your computer off at night, or whenever you are away from your desk for lengthy periods.

Lights: if you are the last to leave your work area, turn out the lights.

Window coverings: if your office or work area has blinds or curtains, shut them at the end of the day in the winter time to reduce heat loss. In summer, use them to block out the sun's heat to save on air conditioning costs.

Water

Leaky faucets: Report any water leaks or water emergencies immediately to PWGSC Service Call Centre ☎ 1-800-463-1850.

Supplies and Paper

Subscriptions: Cancel unwanted or redundant mail. Contact the originators of the material or **Mail Services (SBG)**, ☎944-6245.

Surplus office supplies: Excess quantities should be returned to **Headquarters Material Support (SBAM) BG #131** for use by others.

Boxes for moving offices: In the event of moving work areas, SBAM will supply grey plastic containers rather than cardboard boxes. When your move is completed, these containers will be collected by SBAM for reuse. For pick-up, call **Headquarters Materiel Support (SBAM), BG #131, ☎996-7174.**

Diskettes: Reuse diskettes whenever possible. If you have questions regarding disk reformatting, contact **Info Tech** ☎ 944 1776 (option - Signet Support).

Printing e-mail messages to exclude long address lists: Click the **Browse** window, then on **File** and then on **Print**. Also, when sending a message to many others, warn the recipients that it contains pages of addressees.

Double-sided printing and photocopying: The department's paper requirements have not diminished in this electronic age. Semi-trailer truckloads of paper are still delivered each year to the Pearson Building. Please use double-sided printing and photocopying options as a matter of course.

Use of styrofoam: Take your own mug for coffee and protect the environment while you save money. You will be charged five cents less per cup (any size) when using your own mug.

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