



SUMMIT GREEN STAR



Best Practices

Easy and Free

1. Instruct staff to ask customers buying one or two items if they need a bag rather than just automatically providing one.
2. Turn off machines when they are not in use. There is a common misconception that screen savers reduce energy use by monitors; they do not. Automatic switching to sleep mode or manually turning monitors off is always the better energy-saving strategy.
3. Make your printer environmentally friendly. Change your printer settings to make double-sided pages. Use small point fonts when possible and use the "fast draft" setting when possible to save ink. Consider downloading the free Ecofont font to save ink -- <http://www.ecofont.com/en/products/green/font/download-the-ink-saving-font.html> (This sentence uses the Ecofont.)
4. Do away with physical signing printed documents, particularly internal ones. The [ESIGN Act of 2000](#) makes electronic signatures as legally valid as a manual signature. Other tips for moving in the direction of a paperless office are available [here](#).
5. Here is what Summit Downtown, Inc. (SDI) can do for you at no cost:
 - Kathryn Best can help you with using social media (Facebook, Twitter, Instagram). Just give Kathryn a call at 908-277-6101 or email her at admin@summitdowntown.org.
 - Kathryn can also help you get a free 6-month permit to access the Transfer Station located at 40 New Providence Road in Summit. With a permit, businesses can take recycling (paper, plastics, cans and bottles) to the Transfer Station for free. Just call or email her with your request.

Ideas from Other Summit Businesses and Organizations:

(Note: We will update this section regularly so that innovative and cost effective ideas can be shared.)

Blogs and Branding:

[Trillion](#) partner Lou Leonardis writes a regular blog, which he posts on [Trillion's website](#), [Facebook](#), and emails to a select list of subscribers to highlight branding and graphic design topics relevant to businesses. One recent blog was on rebranding concerns and how to overcome them. Check it out: <http://trillioncreative.com/4-rebranding-concerns-and-how-to-overcome-them/>

Recyclable/biodegradable food service products:

- **Batavia** uses cardboard hot cups, and recyclable plastic cold cups and food containers ordered from Summit Paper Company in South Plainfield. A salesperson comes to the store in Summit to review products and take the order. http://summitpaper.dynamiccatalog.com/UDS_OC_DC/products.asp?cID=20&n=Food+Service%2C+Green&m=
- **Boxwood** orders its paper cups and other products from [YourBrandCafe.com](#).
- **Food.** (the Summit restaurant) uses environmentally safe food service products from Greenware (<http://greenwareusa.com/>).

Software for email receipts:

- **The Connection** and other non-profits use [Daxkco.com](#) for registration and email receipts.
- **Boxwood** uses [Square, Inc.](#) (from Apple) at their registers and for email receipts.

Check out how **Color Me Mine** uses going green as a theme for events: **Go Green events** are a great time to get your whole team involved in talking about other ways to reduce waste at the office while having fun!

<http://summit.colormemine.com/AtWork.tpl?studio=summit&p=AtWork>