Guide to Developing an Environmental Office Building Audit

Nova Scotia Youth Conservation Corps

Sierra Club of Canada Atlantic Chapter

Maxx Hartt & Colleen Connolly

August 2005

Table of Contents

Introduction

Office buildings have the potential to consume substantial amounts of energy and other resources. Inefficient business practices can lead to excess waste. The goal of an environmental audit is to identify these wasteful practices and suggest ways to improve. The role of an environmental auditor is to show participating offices the link between actions taken in the office and their effect on the environment.

Although the consequences of inefficient offices may not be immediate or apparent, they are very real. These are a few examples of how common office procedures can have a large impact on our planet.

- Excess energy consumption in an office, for example leaving lights on unnecessarily, contributes to greenhouse gas emissions and climate change.
- Poor transportation choices, such as being the single occupant of a vehicle, use large amounts of non-renewable resources and also contribute to greenhouse gas emissions.
- Choosing not to recycle and compost generates needless of solid waste, which leads to overflowing landfills and a loss of a potential re-resource.
- The overuse of paper, such as only using only one side of a piece of paper, leads to deforestation and habitat degradation.
- The use and improper disposal of hazardous materials, such as most conventional cleaning products, is a factor in the pollution of freshwater and oceans.

This environmental audit is also an opportunity for employees to reflect on their own actions and find areas that could use improvement.

Goals

The goals of the audit conducted at the Roy Building in Halifax were to:

1) Raise awareness of environmental issues with the organizations in the Roy Building
2) Develop an audit to assess environmental practices in each of the organizations and in the building as a whole
3) Deliver feedback and suggestions to improve practices relating to energy efficiency, composting, water consumption, waste reduction and general environmental responsibility.
4) Develop a guide that other buildings may use as a template for future environmental audits.

10 Steps to Developing an Environmental Building Audit

Although this is not an exhaustive list of things that must be done to develop and perform an environmental building audit, these ten steps are the major landmarks in the audit process. In some cases, some of these directives will not apply. In others, you will find you need to add additional phases. This is a good place to start!

1) State your goals
   - What do you want your project to accomplish?
   - Is it to raise awareness, encourage action and change, or both? Once you clarify the **project goals**, you will have a much better idea of how to proceed.
   - Consider how much time you have to work with and try to establish an approximate (and realistic) **timeline** for the project.
2) Meet with building management
   - Meet with the building manager to discuss project goals, scope and feasibility. It is important to have the permission and **support of building management** before embarking on this type of project.
   - Create a **memo** and ask the building management to circulate a memo to tenants by email to introduce the project.
3) Research other environmental audits
   - Has a project similar to yours been done before? If so, you may not need to start from scratch.
   - Get a feel for what the other audits investigated, how the research was performed and how they evaluated the data.
4) Brainstorm categories and topics of importance to be investigated in the audit.
   - Based on your research and previous knowledge, create a **list of topics** you will further investigate in the audit. At this stage, write down everything that comes to mind. You can always remove sections later in the audit process.
   - Within each category, develop a list of things you will 'audit'
5) Develop an overall audit format. Some things to keep in mind:
   - How will you **track commitments** from participating parties?
   - Keeping in mind the number of potential participants and your time frame, will you use a survey, an 'in-person' visit, or a combination of the two?
   - How will you evaluate the **individual offices** and the **building as a whole**?
   - How will you **record the responses** of participants?
6) Develop and Evaluation Scheme
   - How will you tell participants how they have done?
   - Will you have an objective or a subjective **evaluation scheme**?
7) Approach Potential Participants
   - How you will **approach potential participants** and ask/convince them to partake?
   - Develop a presentation to persuade them to participate!
8) Perform the audit
9) Evaluate
   - Use the responses from the audit and the evaluation scheme to assess how environmentally aware each participating office is.
10) Deliver feedback
   - Design a way to **give feedback** to participating offices
   - Will you provide participants with a facts / tips sheet to suggest ways to improve their environmental practices?
   - How will you make sure offices follow-up on tips and suggestions?

Sample Memo

As mentioned in step 2 of the "**10 Steps to Developing an Environmental Building Audit",** writing a memo for distribution to all tenants from building management is a good way to introduce the project. Below is a template for a sample memo.

Greetings!

We are _____ (position) working with the _____(organization). We are developing a voluntary environmental audit of the offices in the _____ (location) and the building as a whole. For those interested in participating, the process will include a meeting to discuss current office practices and a short follow up with results and suggestions.

The goals of this project are to:

1) ***Raise awareness of environmental issues with the organizations in the _____ Building***
2) ***Develop an audit to assess environmental practices in each of the organizations and in the building as a whole***
3) ***Develop an audit/document that other buildings may use as a template for future environmental audits***
4) ***Deliver feedback and suggestions to improve practices relating to energy efficiency, composting, water consumption, waste reduction and general environmental responsibility.***

We look forward to speaking with you in the next few weeks about your participation in this project. It will not require much of your time, but it will help you and your planet!

Cheers,

_____ (names)

Sample Commitment Form

Using a commitment form is an excellent way to track commitments from the participating tenants. Not only will it help you stay organized, it will also encourage participants to take the project seriously. Below is a sample commitment form.

Roy Building Audit Commitment Statement

I, _____, on behalf of _____ pledge to participate in the Roy Building Environmental Audit on the ____ day of _____ month at _____. In doing so, our office shall strive to take action to improve current environmental practices.

_____ (signature)

_____ (date)

Your office audit will occur on _____ at _____.

Sample Audit Forms

The forms used for the Roy Building Audit can be found in Appendix A. The overall audit was broken down into two main components: the building as a whole and the individual tenant offices. There is one form for the building audit, which should be completed with the assistance of building management and maintenance. There are two forms for the individual offices: a pre-audit office survey, which is left with the tenant upon initial commitment, and an office audit form to be completed at the time of the assessment.

Why…?

When doing your audit, a tenant may question the purpose of this project. It is important to stress the connection between the tenant's day-to-day actions and their impact on the environment. To challenge environmental apathy you must have the facts; otherwise the likelihood that environmental change will occur decreases greatly. Below are some questions your may encounter.

Energy Efficiency

Why should I care about my energy usage?

In some office buildings tenants will be responsible for their own energy bill. In that case, you can associate a decrease in energy consumption with a decrease in cost. If utility costs are included in rent payments, it may become more difficult to convince tenants to reduce their energy use. In either case the effect of over consumption on the environment can be used as a strong argument. Here are a few examples starting points:

- Nuclear energy: safe disposal of radioactive nuclear waste is still a prominent problem
- Hydro-electric energy: hydro-power dams have had disastrous effects on water systems and surrounding wildlife
- Fossil fuels or coal: burning fossil fuels or coal pollutes our air and releases damaging green-house gases into the atmosphere
- Greenhouse gas emissions contribute to climate change

Composting

Why should I compost? Its just more mess for me!

All office buildings in the Halifax Regional Municipality are required by law to offer composting services, but many still refuse to comply. Tenants often see composting as messy, smelly and unbeneficial to them. Emphasize that composting is the law and that composting can drastically decrease waste going input to landfills.

For other office buildings outside the Halifax Regional Municipality, investigate if there are any laws regarding composting in place. If there are none, stress waste diversion as a primary argument for composting.

Water Consumption

Why limit the water I use; it's not like it'll run out.

There is not usually an abundance of water usage in office buildings but awareness is still important because tenants will carry the information over to their personal lives. In Canada we are fortunate to have vast water sources. We should still try to conserve water because the more water we use, the more chemicals are needed to treat it, and the more energy is used to heat it.

Paper Reduction

I need to look professional so watching my paper consumption is not an option.

Paper consumption is an enormous part of an office audit, as paper is often overused and disposed of incorrectly. Technology, such as sending documents by email in lieu of hard copies, should have reduced office paper consumption considerably.

Surprisingly, office paper use has doubled since 1960 (Mt. A check), as the convenience of copy making has skyrocketed. Reusing one-sided paper (even for scrap!) and using recycled paper will save trees and energy. Recycling used paper reduces material headed for the landfill. Although there are some instances where one-sided paper use cannot be avoided, there are many other opportunities in the workplace to reduce paper use.

Air Quality

The air quality seems fine to me – what is all the fuss about?

It is difficult to gauge the air quality in your own office without sophisticated equipment; however, potential air pollutants can be identified. The average person spends about 90 percent of their day indoors, where air pollution - from diverse sources such as toxic cleaners, upholstery and carpeting - can be up to 100 times greater than the outdoor air. Poor air quality affects health, productivity of staff and the environment as a whole.

Hazardous Materials

Why should I pay more for a less effective, less-toxic cleaner?

Contrary to popular belief, many alternative cleaning products do not cost more than conventional brands per use and are just as effective. In addition, switching to less-toxic cleaning products improves office air quality, reduces potential health risks and prevents hazardous waste water from improper disposal.

Environmental Purchasing / Ethical Investing

My costs are high enough; why should I spend more money with no benefit?

Not all benefits are direct monetary gains. As a consumer, you are responsible to be aware of what you purchase and how it was made. There can be health, environmental and ethical advantages to adopting green procurement practices. This plan could be as simple as choosing to buy locally when possible.

I am looking to make money from my investments. Why should I limit my investing choices?

It is not a matter of limiting your choices; it is simply making educated choices. The returns from ethical investments funds have proven to be just as good as conventional investments. In choosing to invest in a socially responsible manner you are, in effect, holding the companies responsible for their actions. This creates pressure for companies to become more socially and environmentally responsible.

Evaluation & Feedback

Office

In the office survey and office audit, some questions seek information important for providing feedback as well as answers that show environmental awareness. The enclosed Office Survey and Office Audit show (in brackets) where points can be awarded to an office for responses that demonstrate environmentally sound practices and attitudes. Based on the responses from the survey, the audit and the waste audit, a score will help determine how "green" the office is. Each participating office receives specific feedback regarding areas of improvement. Sometimes, a particular question will not be applicable to an office. For example, if an office does not have any windows, it should not be penalized for ***not*** using windows as the primary light source when possible. In this case, the office total will be out of fewer points. The maximum possible points that can be awarded will vary from office to office, but the offices can be compared by calculating the percentage of possible points awarded.

Keep a record of who is interested in better composting and recycling programs, the boycotting of junk mail and a more organized carpool initiative. Note any concerns about heating, cooling and air quality and any trends in locations throughout the building. These should be discussed with the building management.

Building

The building audit is composed of questions that seek information important for providing feedback as well as answers that show environmental awareness. The Building Audit document shows where points can be awarded to an office building for responses that demonstrate environmentally sound practices and attitudes. Based on the responses from the audit, a score will help determine how "green" the office building is. The building managers will receive specific feedback regarding areas of improvement. Again**,** particular questions do not always apply to a building. In this case, the total will be out of fewer points. The maximum possible points that can be awarded will vary from building, but the buildings can be compared by calculating the percentage of possible points awarded. Ideally, the audit should be tailored to each building to be most effective.

Percentage of possible points awarded	**Grade**
95-100	A+
90-94	A
85-89	B+
80-84	B
70-79	C+
60-69	C
55-59	D+
50-54	D
0-49	F

We chose to use traditional and relatable letter grades to deliver feedback to participants. Feel free to be creative to deliver your feedback!

Final Thoughts

The prospect of researching and developing an environmental office audit sounded daunting when we began our summer positions. In our research of environmental audits, we came across two things: large-scale university campus wide audits and small-scale home energy evaluations. There were no audits developed for a mid-size operation, like an office building. Some of the questions we began to ask ourselves included,

- How detailed should the audit be?
- What issues are important to investigate?
- How will an office audit differ from previously developed audits?
- What inefficiencies will be most pressing for tenants?
- What should be discussed with building management/maintenance as opposed to tenants?
- How are we going to get all the information and report back to initiate action?

Planning, being organized, having fun and ***staying on top of things*** are all key to a successful project, particularly when there are many parties involved. For us this meant keeping an organized workspace, keeping up-to-date to do lists, practicing presentations, and writing feedback reports directly after performing the audit.

This project was a great learning experience for us and we had a lot of fun doing it. Although some of the people you will encounter may not share your enthusiasm for the project, keep your head up because many others will. Best of luck!

Appendix A

Roy Building Environmental Audit: Office Survey	
Date	Organization
Contact Name	Contact Number
Auditor	Contact Email

Thank you for volunteering to participate in this exciting and groundbreaking environmental office audit! To get things rolling, please take a few minutes to complete this fun survey before your scheduled appointment with the Roy Building Audit Squad.

Energy

Lights

1. How many light fixtures are there in your office? _____
2. a. Do you have any dimmer switches? □ Yes □ No
   b. If Yes, how many? _____

Appliances

3. Do you use energy-efficient (Energy star) office equipment? □ Yes □ No
   a. What? _____

Transportation

4. a. Do you carpool? □ Yes □ No
   b. Would you consider carpooling if it was made more readily available (e.g. a carpooling club)? □ Yes □ No
   c. Do you use public transportation? □ Yes □ No
      i. If Yes, how many days a week? _____
      ii. If No, why not? _____
5. a. Do you live close enough to walk / bike / in-line skate to work? □ Yes □ No
   b. If so, do you? □ Yes □ No
   c. Were you aware of the bike rack in the basement? □ Yes □ No

Air Quality

6. a. How would you rate the air quality in the building as a whole? Circle one; 1 being poor, 5 being excellent?

   1 2 3 4 5

   b. How would you rate the air quality in your office? Circle one; 1 being poor, 5 being excellent?

   1 2 3 4 5

7. Do you adhere to a scent-free policy? □ Yes □ No
8. How many plants do you have in your office? _____

Hazardous Materials

9. a. Do you have an office photocopier? □ Yes □ No
   b. If so, where do you keep it? _____

Solid Waste

10. a. Do you consider the amount of packaging when you buy for your office? □ Yes □ No
    b. Why or why not? _____
11. Do you reuse office supplies/furniture? □ Yes □ No

12. a. Do you bring a lunch to work? □ Yes □ No
    b. Do you use re-usable containers? □ Yes □ No
    c. Do you eat out for lunch? □ Yes □ No
    If so, would you consider bringing a container with you for take-out? □ Yes □ No for take-out and/or coffee mug
    d. Do you bring your own coffee mug:
        i. to work? □ Yes □ No
        ii. to the coffee shop? □ Yes □ No

<u>Paper</u>

13. How much paper would you use in a month? _____

14. a. Do you recycle your paper? □ Yes □ No
    b. Do you make double-sided copies? □ Yes □ No
    c. Do you opt for vegetable based inks for large scale print jobs? □ Yes □ No
    d. Do you reuse one-sided paper? □ Yes □ No
    e. Do you use recycled paper? □ Yes □ No
    f. Do you use post-consumer recycled paper? □ Yes □ No
    g. Do you recycle newspaper? □ Yes □ No
    h. Would you be interested in boycotting junk-mail? □ Yes □ No
    i. Do you encourage (fellow) employees to use technology to reduce paper used when possible? □ Yes □ No
        How? _____

Roy Building Environmental Audit: Office	
Date	Organization
Contact Name	Contact Number
Auditor	Email
Energy	
Lights	Types of light fixtures installed **(1)**
	Average # of hours / a day lights ON _____
	Are all of these hours necessary? □ Yes □ No **(1)** Hours of unnecessary light use _____
Appliances	# of printers _____ # of hours / day on _____ Necessary □ Yes □ No **(1)**
	# of faxes_____ # of hours / day on _____ Necessary □ Yes □ No **(1)**
	# of computers _____ # of hours / day on _____ Necessary □ Yes □ No **(1)**
	# of monitors _____ # of hours / day on _____ Necessary □ Yes □ No **(1)**
	Equipment serviced/maintained regularly □ Yes □ No **(1)**
Heat	AC □ Yes □ No # of hours / day on _____ Necessary □ Yes □ No **(1)** Temperature comfortable to work in: _____(°C / °F) Fan of fans □ Yes □ No # of hours / day on _____ Necessary □ Yes □ No **(1)** Prefer fans to AC □ Yes □ No **(1)** Know how to properly control radiator □ Yes □ No **(1)**
Windows	Windows properly sealed □ Yes □ No **(1)** If No, _____ _____
	Primary light source (when possible) □ Yes □ No **(1)**
	Primary cooling technique □ Yes □ No **(1)**
	Use of radiant energy as source of heat □ Yes □ No **(1)**
Hazardous Materials	
	How much more would you consider paying for less-toxic products: 0% 5% 10% 15% 20% 25%$^{+}$

	Photocopier toner □ Yes □ No How is it disposed of: _____ _____ **(1)**
	Use batteries □ Yes □ No Rechargeable □ Yes □ No How are they disposed of: _____ _____**(1)**
Solid Waste	
	Do a waste audit now!
	What are the 4 main waste streams? □ Correct □ Incorrect **(1)**
	Do you sort your waste? □ Yes □ No **(1)**
	Do you collect refundables? □ Yes □ No **(1)**
	How do you dispose of dated technology? _____ _____□ Correct □ Incorrect **(1)**
Composting	
	Do you compost? □ Yes □ No **(1)**
	Would you compost if removal were offered? □ Yes □ No **(1)**
	Willing to contribute to compost removal costs □ Yes □ No
	Willing to take compost home □ Yes □ No **(1)**
Paper	
	Strategies to reduce waste: □ E-mail **(1)** □ Centrally posted memo
Environmental Purchasing Policy	
	Look to reuse / buy used □ Yes □ No **(1)**
	Consider the environmental consequences purchases □ Yes □ No **(1)**
	How much more would you consider paying for more environmentally sound products: 0% 5% 10% 15% 20% 25%$^{+}$
	Consider environmental reputation when choosing where to buy □ Yes □ No **(1)**
	Choose to buy locally □ Yes □ No **(1)**
Ethical Investing	
	Company/organization have investments □ Yes □ No Environmental practices of the company affect choice to invest □ Yes □ No **(1)**

Would you like to receive your Tips Sheet and audit results by e-mail? □ Yes □ No

Roy Building Environmental Audit: Building		
Date		Organization
Contact Name		Contact Number
Auditor		Contact Email
Energy		
Ask	Type of heating used: _____(1)	
	Regulations about heating system:_____	
	Building Temperature _____(°C / °F) (1)	
	Consider biofuel □ Yes □ No (1)	
	Primary cooling technique □ Fans □ AC (1)	
	Amount of electricity used last year _____	
Investigate	Type of light bulb: □ fluorescent □ incandescent □ compact fluorescent (1) How are bulbs disposed of: _____	
	Lights on unnecessarily (sunny, nighttime) □ Yes □ No (1)	
	Condition of the ducts: _____ (1)	
	Unnecessary AC in common areas (bathroom, elevator, etc.) □ Yes □ No (1)	
	Insulation around: □ water heaters □ pipes (1)	
	Properly sealed: □ windows □ doors (1)	
	Inappropriate position of: □ windows □ doors (1)	
Air Quality		
Ask	Air circulation/air exchange equipment _____	
	Equipment serviced/maintained regularly □ Yes □ No (1)	
	Building-wide scent free policy □ Yes □ No (1) Pets permitted in offices □ Yes □ No (1)	
Investigate	# of plants _____ (1) if they are any	
Hazardous Materials		
Ask	Cleaning products used in building: _____ _____ (1) if non-toxic	
	Disposal of cleaning products: _____ _____(1)	

	How much more would you consider paying for less toxic products: 0% 5% 10% 15% 20% 25%+
	Paint type: _____(1)
	Environmental concern influence purchasing of building maintenance materials □ Not At All □ Sometimes □ Most Of The Time(1) □ Always(1)
Solid Waste	
Ask	Encourage recycling □ Yes □ No (1)
	How often is waste removed? _____ Cost _____
	Offer composting □ Yes □ No (1)
	How could compost be disposed of? _____ _____
Investigate	# of recycling bins in common areas _____ (1)
Paper	
Ask	How much more would you be willing to pay for recycled paper products: 0% 5% 10% 15% 20% 25%+
Investigate	Recycling option in the washrooms □ Yes □ No (1)
	Opt for recycled paper towel □ Yes □ No (1)
Water	
Ask	Amount of water used last year _____ • Does the amount vary from month to month □ Yes □ No ➢ Highest months: _____ • Has the amount increased in the last few years □ Yes □ No
	Water reduction strategies that are in place: _____ _____(1)
	Water disposal methods of the cleaning staff: _____ _____(1)
Investigate	Low-flow toilets / toilet displacement devices being used □ Yes □ No (1)
	Leaky faucets, toilets, pipes □ Yes □ No (1) • If yes, _____%
Environmental Building Policy	
Ask	Maintenance practices used to ensure maximum lifespan of tools, supplies, building parts etc. _____
	Interest for an urban garden □ Yes □ No (1)

Roy Building Environmental Audit: Office Evaluation Form	
Date	Organization
Contact Name	Contact Number
Auditor	

Section	**Points**	**Suggestions**
Lights	/	
Appliances	/	
Heat	/	
Windows	/	
Transportation	/	
Air Quality	/	
Hazardous Materials	/	
Solid Waste	/	
Composting	/	
Paper	/	
Environmental Purchasing Policy	/	
Ethical Investing	/	
Waste Audit	/	
TOTAL	/	

Helpful Hints

The following are methods to reduce energy consumption in your office:

- Keep blinds, shades and drapes closed during the hottest part of the day in the summer.
- If you feel cool, put on a sweater rather than simply turning up the thermostat.
- Turn off unnecessary lights in the office
- Consider energy-efficient computer systems and monitors when you replace a system. Make sure you enable your computer's energy-saving features.
- Be sure to at least shut off the computer screen, as the monitor uses 60% of the power used by a computer!
- Keep light fixtures clean – a cleaner bulb is a brighter bulb.

The following are methods to reduce waste in your office:

- Remove yourself from unwanted mailing lists
- When possible, receive email subscriptions and newsletters instead of paper
- Use reusable instead of disposable pens
- Circulate one copy of memos, letters, etc. instead of distributing individual copies
- Choose re-writable cds over single-use
- Use email for correspondence, memos, etc.
- Make double-sided copies
- Set up a "reuse centre" for reusable magazines, books, binders, CD-RWs, report covers, and other office supplies

Consider these questions before driving yourself somewhere:

- Is it close enough to walk/bike/In-line skate?
- Is public transit an option?
- Is carpooling an option?
- Is it really so hot that I need air conditioning?
- Do I need to leave my engine on while idling?

Before you munch on your lunch consider these questions:

- Can I pack this in a reusable container?

Is this compostable?

- Can I buy this in bulk to avoid excess packaging?
- Can I use a reusable coffee mug instead of styrofoam or paper cups?
- Can I bring a plate for takeout?
- Is this food grown locally?

Did You know?

70% of landfilled waste could be either reused or recycled.

≈67,000 tonnes of e-waste will be produced in 2005.

Only 11% of e-waste is recycled

More than 90% of printing and office paper is still 100% virgin paper!

One edition of the Sunday New York Times consumes about 75,000 trees.

Canadians take home over 55 million plastic shopping bags every WEEK

Mass transit uses 25 times less energy than driving a car.

North America has 8% of the world's population, consumes 1/3 of the world's resources and produces almost half of the world's non-organic garbage.

The average person spends about 90 percent of their day indoors, where air pollution can be up to 100 times greater than the outdoor air.

By the age of six months,

Consider these questions before making a final decision on purchasing any cleaning products:

- Is it nontoxic to both humans and aquatic life?
- Is it biodegradable?
- Does it have a low corrosivity factor?
- Is it sold in concentrated form?
- Can it work for multiple cleaning purposes?
- Is it effective when diluted with water at room temperature?

Consider these questions before making a final decision on any purchase:

- Do I really need this product?
- Can I buy it used?
- Could I repair or refurbish the old item instead?
- Can I loan or lease it from someone else?
- Does it contain recycled/recovered materials?
- Will this product reduce waste in my office?
- Is it made from nontoxic materials?
- What kind of packaging is used?
- Is it reusable or recyclable?

each Canadian has consumed as many resources as the average person in the developing world consumes in a lifetime.

The average office worker uses **10,000 sheets** of copy paper each year

Resources

WORKING YOUR WAY TO A GREEN OFFICE
A Guide to creating an environmentally friendly office written by Environment Canada and Atlantic Green Lane.
http://www.ns.ec.gc.ca/udo/office/office.html

ECO-EFFICIENCY CENRE
The Business Fact Sheets in the Business Resources Section provide issue-specific information and tips.
http://eco-efficiency.management.dal.ca/homepage.html

GREENING YOUR BUSINESS
Running a Green Business: A Checklist for Action from the Environmental Building News
http://www.buildinggreen.com/auth/article.cfm?fileName=091001a.xml&checklist=1

ENVIRONMENTAL AUDIT – A Simple Guide
The Environmental Protection Department of Hong Kong's comprehensive guide to conducting an environmental building audit.
http://www.epd.gov.hk/epd/english/how_help/tools_ea/tools_ea.html

REDUCE WASTE: IF NOT YOU, WHO?
An educational website developed by the state of Minnesota.
http://www.moea.state.mn.us/campaign/index.html

WASTE REDUCTION WEEK IN CANADA'S BUSINESS KIT
The Waste Reduction Week in Canada Committee created this package to help businesses reduce their waste.
http://www.wrwcanada.com/businesses.htm

MOUNT ALLISON UNIVERSITY ENVIRONMENTAL AUDIT 1998
Mount Allison's first campus-wide environmental audit. The document explains how the audit was executed and what suggestions were made.
http://www.mta.ca/clubs/audit/audit13.pdf

MOUNT ALLISON UNIVERSITY ENVIRONMENTAL AUDIT 2000
Their follow-up audit.
http://www.mta.ca/climatechangecaravan/audit2000.pdf

TECHNOLOGY RECYCLING PROGRAM
The Technology Recycling Program accepts usable computers to refurbish and re-distribute to schools, libraries, and qualified educational organizations across Nova Scotia. This program only accepts computer over a Pentium 3. They also accept computer peripherals.
http://trp.ednet.ns.ca/about_us.shtml

LAKECITY EMPLOYMENT SERVICES
Lakecity Employment Services accepts and refurbishes computers to distribute to disadvantaged members of the community.
http://www.lakecityemployment.com/techrecycling.html

DOWN EAST ENVIRONMENTAL HOME CARE PRODUCTS
A line of EcoLogo certified, scent-free, and hypoallergenic home cleaning products with low environmental toxicity.
http://www.bebbingtonindustries.com/down_east.html

THE ETHICAL FUNDS COMPANY
http://www.ethicalfunds.com/Do_the_right_thing/

NS MATERIALS EXCHANGE
The NS Materials Exchange is an online marketplace to buy, sell or donate useable materials. RRFB Nova Scotia operates the exchange in cooperation with the Eco-Efficiency Centre:
www.nsmaterials.com

You can also donate your older technology to your favorite non-profit organization (or church, community group, etc.).