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RRR Business Leaders Resource Guide



Greening your Business: It's Smart, It's Easy

Welcome to RRR Business Leaders!!

Whether you are first inquiring about green practices or already have established methods of RRR, if you are reading this you have taken the important first step to creating a healthy environmental and economic bottom line. With ever increasing consumer awareness about the protecting the environment, discriminating consumers are choosing to spend their money with businesses that have shown a commitment to the environment. This is your chance to learn simple and easy ways to join the hundreds of businesses already incorporating green ideals into their daily operations.

Greening your business can appear daunting at first, yet small actions easily turn into larger ones helping to make a difference in the state of our environment. Remember this when starting out: *KEEP IT SIMPLE*. Though the ultimate goal is to be as

green as possible, the first steps are often the hardest. The most important thing a businesses can do is create and foster an environmental ethic within their workplace. Encourage employees and management to use the Reduce, Reuse, Recycle saying alongside the company

motto in everyday operations. With this mentality companies can start to incorporate concrete measures to reduce their impact, reuse their resources, and recycle as much as possible.

Congratulations on starting out!!



The Ladies at Gallinger Trauner Designs are proud RRR Business Leaders

Greening your business makes \$ents!!

In addition to helping the environment, green operating practices are generally savvy business practices. Though maybe more expensive at first, often green alternatives end up paying for themselves in a short period of time saving business owners money. For instance, those businesses that have taken the Lower Valley Energy ComLite lighting challenge re-

port an average savings of 30% in their lighting bill. Similarly, finding ways to reuse supplies and reduce office consumption saves money because you have fewer business expenses.

By adopting green operations the environment and businesses can work hand in hand to create a healthy economic and environmental bottom line!!

EASY RRR

Inside you will find simple ways to:

- Reduce energy consumption saving money and the environment
- Reuse office supplies to leave a lighter impact
- Recycle in a way that suits your business's individual needs
- Many other important ways to implement green business practices!!

Reducing in your business:

Energy:

Lower Valley Energy Audit

An Energy Audit consists of measuring the energy efficiency of your home or business and recommending cost-saving enhancements for more effective energy use. The cost of an energy audit will be refunded if you choose to implement any of the recommended changes OR if Lower Valley Energy finds that no improvements are needed. Call to schedule your audit now with one of Lower Valley's energy specialists. Call 733-2446 for information.

Green Power through Lower Valley Energy

Green Power is energy produced by renewable sources, like wind and sun, that are replenished naturally. Renewable energy is a clean source of energy that has a much lower environmental impact than conventional energy technologies. By choosing Green Power, you can support development of renewable energy sources, which can reduce the burning of fossil fuels, such as coal, oil, and natural gas. Greater reliance on renewable sources also provides economic benefits and can improve our national energy security. Green Power is paid for by an extra monthly premium, which shows up on your bill in addition to regular monthly charges. As a commercial customer you can choose between 1,500 kWh/\$17.50 per month blocks (Partner Level) or 3,000 kWh/\$35.00 per month blocks (Champion Level).



Retrofits

Many local businesses operating in older buildings can retrofit their building to make them more energy efficient.

- Replace older appliances with more efficient EnergyStar ones.
- Install radiant floor heating to cut heating bills.
- Install overhead fans to keep cool air down in the summer and warm air circulating in the winter.
- In larger buildings consider replacing old air conditioning/heating systems with a more efficient HVAC (Heating, Ventilation, Air Conditioning) system that equalizes air distribution so warm and cool air are used efficiently.
- Install windows where possible to make use of natural light.

*See RRR Highlight for more information

Office Operations

There are many simple things that an office can do to cut office energy costs.

- Turn all appliances and computers to a sleep mode.
- Place reminder stickers and signs to turn off lights.
- Make sure that all appliances and building operations are well maintained and working at maximum efficiency.
- Switch from desktop computers to laptops (laptops use as much as 90% less energy).

“If one of the oldest buildings in Jackson can go green, so can you.”

RRR Business Leaders in Action: The Wort Hotel Leading into the Future

The Wort Hotel is making great strides to green their 65 year old icon building. By replacing their traditional air-conditioning unit with a more advanced and efficient HVAC system, the Wort can now use the different parts of the building to their advantage. For instance, if the second floor thermostat reads cool, the HVAC system can pump warm air from the lively Silver Dollar Bar to heat the cooler area. To cool air, a closed loop water system uses cool city water to bring the temperature of the air down. Overall, the new system has reduced the Wort's energy costs by 25-50%.

Lighting:

Low Mercury Fluorescent Light Bulbs

Buy low mercury or “green cap” fluorescent light bulbs like Eco-Lux available at Home Depot in Idaho Falls. Though the packaging says these bulbs can be thrown away, it is best to recycle them for \$.60 per bulb at the Adams Canyon recycling center. All old fluorescent light bulbs can also be recycled at Jackson Community Recycling. Fluorescent bulbs contain mercury so it is important to dispose of them properly.

ComLite Commercial Lighting

Lower Valley Energy's newest energy conservation program is an opportunity for commercial customers to conserve energy and save money. The program's immediate goal is to provide an incentive to upgrade old, less-efficient lighting fixtures and provides a rebate on a 30% or greater wattage reduction. The long-term goal is energy conservation with each fixture paying for itself in approximately 3 years time. For details call 733-2446.

Timers and Sensors

Local businesses have found success using timers and sensors on their lights to cut consumption. With motion sensors, your lights only run when someone is in the vicinity or you can set timers so that lights only operate during business hours. Before installing a timer or sensor be sure to check building codes.

Office Waste:

Mailings and Junk Mail

A huge source of office waste comes in the form of mailings. Make sure that you are only on lists for mailings you need and sign up for electronic catalogues, newsletters, banking, billing, etc. Cancel all duplicate mailings and circulate one office copy. To remove your name from junk mailings contact:

**Direct Marketing Association
Mail Preference Service
P.O. Box 9008
Farmingdale, NY 11735-9008.**

To reduce your mailing waste, be sure your mailing list is current. Switch to electronic forms of communication, such as e-newsletters, notices, letters, and invoices, to keep customers current. When you have to send paper communications design them envelope free.

Miscellaneous Waste

Offices are famous for accumulating extraneous waste like paper cups, plates, and utensils. Provide reusable items in all office break rooms and at events. Avoid providing disposables cups at water stations. Cut down on plastic bag use by having a company reusable shopping bag for lunch runs and miscellaneous shopping trips. Food waste makes up 30% of our landfills. Instigate a company compost pile to reduce your food waste. Composters are available through JCR. Call 733-SORT.

Office paper

An extremely simple way to reduce office paper is to automatically set all printers and copiers to double-sided printing. For office notes, drafts, and internal printing place used one-sided paper next to your desk and in the printer.

Packaging

By choosing products with less packaging waste, you can save landfill space and resources. Buy items with minimal packaging like bulk items, concentrates, and no packaging needed items. Avoid "convenience items" like disposable pens, paper napkins, etc. If your company produces a product try to do so with the least amount of packaging possible. Go hang-tag free or redesign your packaging so that it is as minimal as possible.

Internal Communications

Reports, daily memos, and other internal communications create an enormous amount of paper waste. Placing documents on-line so that employees can either print what they need or, better yet just read what they need, can significantly reduce the amount of paper generated by an office. Moreover, it saves printing and collating time, as well as money in paper costs.

Event and Conference Planning

Hosting an event or conference is no time to forget about being green. Instead of providing packets of paper handouts make all materials available on-line and have participants print only what they need. Also, find ways to cut miscellaneous waste. For instance, provide water pitchers with reusable cups instead of individual water bottles, have a buffet lunch instead of prepackaged ones, and reuse placards, lariats and other items. Incorporating green practices into events is also a great way to inspire and show others your environmental commitment.



Carbon Emissions:

Office Bikes

Providing office bikes for running errands around town is a great way to reduce your carbon emissions. Employees can pick up lunch, drop off items, or go to across town meetings all carbon free. Moreover, bikes are a very tangible and visual way to show the community your environmental commitment.

Company Carpool

Everyone knows that carpooling is good for the environment, however they are notoriously hard to organize. Sponsoring a company carpool that is organized by the business creates a much higher success rate.

Work from Home

Encourage employees to work from home whenever possible. Working from home decreases the number of car trips made to and from the office.

Bus Incentives

Encourage employees to use the START Bus. Post schedules, offer bus passes, and do errands on the free town shuttle.



Carbon Offsets

If your company is seriously interested in reducing their carbon emissions you can buy carbon offsets. Carbon offsets are programs that direct proceeds of your purchase towards projects like reforestation that reduce carbon emissions. Remember to fully research carbon offset programs before investing because there have been reported cases of fraud. Two respectable companies are www.TerraPass.com and www.Carbonfund.org.

Company Cars

When purchasing new company cars take their fuel efficiency into account. Keep current cars in good shape to have them running at maximum efficiency. Bio-fuels are also becoming more and more prevalent. When buying larger vehicles, consider those that have a bio-fuel compatible engine. Already many county, Grand Teton Lodge Company, and Recycling Center vehicles run on some type of bio-fuel. Bio-fuel is currently available at Reynolds filling station at the junction of Highways 22 and 89 (Phillips 66).

Reusing in your business:

Office Supplies:

Office Paper

Reuse single-sided office paper for memos, notes, drafts, and other paper needs. Place a box of used single-sided paper by copiers, printers, and desks to have readily available for reuse.

Disposables

Invest in quality pens, binders, file folders, etc., and reuse them year after year. Stock company break and meeting rooms with reusable plates, cups, napkins, utensils, and towels.

Furniture and Electronics

Instead of buying new furniture, locally refurbish old office furniture or buy items from the Habitat for Humanity ReStore or other used stores. Many online companies specialize in environmentally friendly office furniture. Balitix Furniture at www.balitix.com focuses on furniture made with green or recycled products. Similarly, try to update and refurbish old electronics before buying new ones.

Packaging Materials

Save boxes and packaging materials to be reused for shipping and receiving needs. Try to avoid Styrofoam packing peanuts because they are non-biodegradable. Excess packing peanuts can be brought to the UPS Store for reuse. Also try to avoid air fitted plastic bags since they are non-reusable. Shredded paper works great as packaging and is recyclable.

Envelopes

Relabel and send out used envelopes, especially golden envelopes because they are non-recyclable. To educate others many office supply stores sell simple stamps stating "this envelope is being reused to save natural resources."



The owners of Fancy Plants reuse everything from packaging materials to price tags.

Company Specific Reusable Items

Every company has specific needs and creates a specific waste. Think about creative ways your company can reuse everyday items.
* See *Four Seasons* below for an example of great ways to reduce and reuse.

"Reusable ceramic water pitchers in guest rooms will eliminate 7,200 plastic water bottles per month!"

RRR Business Leaders in Action:

The Four Seasons Resort and Spa at Jackson Hole Leading into the Future

Renowned for its opulent setting and unmatched luxury, the Four Seasons Resort and Spa at Jackson Hole would seem to be an unlikely proponent of green business practices. However, "Green" doesn't mean reduced value. Their unyielding commitment to finding ways to reduce their environmental impact has produced some interesting and effective green practices. For instance, providing dry cleaning as a service to their management, the Four Seasons reuses all of their dry cleaning bags. As a side note their laundry is done in-house by the O-Zone cleaning system that uses up to 30% less energy and chemicals than average cleaning systems. The Four Seasons has also switched to providing refillable ceramic pitchers in all guest rooms instead of traditional plastic water bottles. Switching to a reusable alternative will save 7,200 plastic water bottles per month.

Recycling in your business:

Starting Business Recycling:

Require Recycling

The most successful way to incorporate recycling into your daily operations is to require it in employees' job descriptions. Though individual recycling motivated employees are a wonderful asset to a company, a written recycling policy establishes legitimacy and ensures success for the long term.

Education

Education is an integral part of a successful recycling system. Place clear and simple signs outlining what is recyclable near your bins. Have an initial staff meeting to introduce the system to everyone and clear up any questions. Schedule a recycling workshop for a few weeks after the program is introduced to answer questions and iron out any wrinkles. Jackson Community Recycling provides one-on-one consultations to get businesses started with recycling as well as educational workshops. Continue with your recycling education year after year. Call JCR at 733-SORT.

Set Up a Recycling System

Often businesses are overwhelmed when it comes to starting a recycling program. Remember to keep it simple and design a system that works for your organization. If fancy pre-marked bins don't fit in your space, don't use them. Those local businesses that have found success with recycling have created a system of several recycling stations starting with small receptacles and moving towards larger ones. If you are just starting with recycling make an easy transition and avoid overwhelming staff by just recycling your most used items and then slowly work other recyclables into the system. Don't forget it is important to locate bins near trash cans and where recyclables are produced. Recycling bins are available on-line at www.recyclingbins.com or at local hardware stores. *See RRR highlight for more information

Collection

Many companies have found that having an internal service, i.e. assigning an employee to do the job, is the easiest and most effective way to drop off recyclables. Remember, if choosing to do your recycling internally, JCR's Adam's Canyon Facility is *the only location* that accepts commercial recyclables. JCR's community sites are reserved for residents and cannot handle the volume generated by businesses. Other companies use Jackson Curbside Recycling, a commercial pick up service, to collect their recyclables. Jackson Curbside collects all recyclables except cardboard. Curbside service is tailored to meet each business' need. If businesses are apprehensive about starting to recycle, Curbside can create a program designed to grow with your needs. To inquire about service call Jackson Curbside Recycling 733-8559.

RRR Business Leaders in Action:

Spring Creek Animal Hospital Leading into the Future

Spring Creek Animal Hospital has created a *very* successful station-based recycling system. They start with a small (under-desk size) recycling bin placed in the middle of their main examination room. Here employees deposit everything that is recyclable. Once the small bin is full it is taken to a back hallway where there are separate medium sized bins for each recyclable. Recyclables are sorted into their like bins. When the medium bins are full they are emptied into large recycling bins with lids outside the building. Every week or so a Spring Creek employee loads the large bins into a company truck and takes the recyclables to JCR's Adams Canyon facility. Spring Creek Animal Hospital has done a wonderful job of creating a simple recycling system tailored to meet the needs of their business.

“ Create a simple system of recycling stations for successful recycling habits.”

Recycling Services:

Shredding

JCR shreds confidential documents for \$.20 a pound. Call 733-SORT for more information.

Cardboard Recycling

With the vast amounts of shipping and receiving inherent in business, cardboard recycling is an easy way to incorporate recycling into your operations. It is much cheaper to recycle your cardboard than to throw it away. Jackson Community Recycling's cardboard pickup service is \$60 dollars a month for pickup on Monday, Wednesday, and Friday. There is a one-time delivery fee of \$50 dollars. Call 733-SORT for info.


Household Hazardous Waste

Household hazardous wastes like old paint, anti-freeze, and pesticides are accepted at JCR by appointment on the 1st and 3rd Tues of the month, April-November.

Electronic Waste

E-Waste, such as old computers, phones, faxes, and small appliances, is accepted Monday-Friday , 9am -5pm at Adams Canyon. Businesses are charged \$.50 a pound and individuals are asked to pay as much as possible toward the cost of recycling.

Recycling Services cont. :

<p style="text-align: center;">Office Pack</p> <p>Most every kind of paper your business uses is recyclable in the office pack bin.</p> <p>Acceptable: computer; copier; fax & pastel colored paper; receipts; envelopes; adding machine tape; manila/bleached file folders; business cards; glossy flyers; NCR forms; white bond; index cards; staples are okay</p> <p>Not Acceptable: paper clips; fluorescent or deep-toned paper; sheets of self adhesive labels; sticky notes; construction paper; rubber bands; glue-bound publications; tyvek envelopes; "golden" envelopes; ream wrap; photos; blue prints; plastic; paper cups or plates; napkins; paper towels; or boxes</p>	<p style="text-align: center;">Construction Materials</p> <p>As of June 2007, Teton County Trash Transfer Station is requiring all recyclable construction materials to be sorted. The following materials should be sorted for recycling:</p> <ul style="list-style-type: none"> • Concrete • Wood • Landscaping Waste • Scrap Metal • Appliances (non-electronic) • Corrugated Cardboard • Gypsum Board 	<p style="text-align: center;">Light Bulbs (Tubes and CFL's)</p> <p>Jackson Community Recycling offers fluorescent light bulb recycling for \$.60 a bulb. All fluorescent bulbs contain mercury and must be recycled so that this hazardous material does not end up in the landfill. Low mercury "green cap" bulbs are available and should also be recycled at JCR.</p> 	<p style="text-align: center;">General Recycling</p> <p>Businesses are welcome to drop off recyclables 24 hrs a day at Adams Canyon. Please reserve community sites for residential use. JCR recycles the following:</p> <ul style="list-style-type: none"> • Aluminum Cans • Aluminum Foil & Pie Plates • Corrugated Cardboard • Glass Bottles & Jars (green, clear, and brown) • Magazines & Catalogs • Newspapers & Inserts • Phone Books • Plastic #1 PETE Bottles • Plastic #2 Grocery Bags • Plastic #2 HDPE Bottles • Scrap Metal • Steel/Tin Food Cans
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Recycled Materials:

Avoid Non-Recyclables

Businesses often think of buying recycled products but forget about the other half of the equation—non-recyclables. For instance, upon learning that fluorescent paper was non-recyclable the Teton County Library switched to buying all recyclable pastel paper. Some common items to avoid:

- Fluorescent and deep toned paper
- Brown/deep toned accordion or file folders
- Golden Envelopes (the type with metal clasps)
- Post it notes (though pastel, their glue makes them non-recyclable)
- Construction paper
- Tyvek envelopes

Building Supplies

Recycled building supplies have come a long way from hay bales. If your organization is looking into building a new facility, renovating, or retrofitting, green building supplies are an environmentally friendly and often economically savvy option. Green building supplies often have added health benefits for your employees by not releasing toxins into your work space. Some examples of supplies you could incorporate into your building are:

- Marmoleum or Natural Linseed Oil flooring instead of petroleum based flooring.
- Recycled tire carpet for high traffic industrial areas.
- Plastic Lumber for new decks and other projects. Ideal because you never have to stain it and it is almost indestructible.

These are just a few examples. Try greenbuildingsupplies.com for ideas. Locally call Living Green at 733-2152 for supplies and ideas.

Recycled Paper

One of the easiest things an organization can do to make a difference is to switch to 100% or high post-consumer percentage recycled paper. There is a common misconception that most paper is made of recycled materials, yet **90% of office paper is made from virgin trees.** The average person in an office uses 12 pages of paper an hour!! Most paper suppliers have a recycled paper line, so ask your current supplier what is available. Always try to aim for the highest post-consumer content. Locally Staples offers a reasonably priced 100% and 30% line. You can buy it by the ream, box, or think bigger and save money by buying your paper by the pallet. Even if you have a small office, share a pallet with a neighboring office or buy a pallet to share with the entire of-



Marmoleum floor in action. Tiles can be used for any type of industrial use from art to factory floors.

Recycled Materials cont. :

RRR Business Leaders in Action: Teton Science Schools Jackson Campus (Journeys School) Leading into the future

Staying true to their founding environmental ideals, the Teton Science Schools' new Jackson Campus (Journeys School) is exemplary in their use of recycled and environmentally friendly building materials. For instance, to greet students all mud and entrance rooms use industrial carpet made out of recycled tires. The carpet is also manufactured as tiles so worn or damaged pieces can easily be replaced without having to remove the entire floor. To house students' coats and personal items the school uses a hay composite board for cubbies. The school also uses a composite concrete sawdust exterior siding that is fire resistant and more environmentally friendly than traditional siding. Similarly, concerned with indoor air quality, the school uses linseed oil or Marmoleum tiles instead of petroleum based plastic flooring.

“ From recycled tire floors to hay composite cubbies for students, the Teton Science Schools Jackson Campus has done an exemplary job of finding creative ways do incorporate recycled materials.”

Office Supplies

Many kinds of common office supplies can be purchased in a recycled form. For instance, Staples offers recycled content envelopes, paper, pencils, and file folders. Or look online at sites like www.recycledofficeproducts.com for more ideas.

Miscellaneous and Service Supplies

Offices buy much more than office supplies. Buying miscellaneous recycled items helps green your office. For instance, buy recycled toilet paper, paper towels, and napkins. For events where you can't use reusable items buy bio-degradable items, like cups, plates, utensils, and garbage bags. For restaurants and the service industry, though more expensive but *much* better for the environment, consider switching all of your service products (i.e. to-go boxes, cups, plates, utensils, etc.) to bio-degradable or non-plastic/Styrofoam products. To purchase items try www.recyclaholics.com.

Reinventing your business:

Creating an Environmental Ethic

The most important and effective way to green business practices is to create a proactive environmental ethic within the organization. If the organization makes the environment a priority, so will its employees. Here are a few simple and effective ways a business can simultaneously foster a healthy environmental and economic bottom line.

- **Writing the Environment In:** Make environmental policies part of your company policies. For instance, when writing job descriptions include who is in charge of turning off electronics when unneeded, who refills the single sided paper box near the copier, and who has recycling duties. All too often environmental responsibilities fall onto a few concerned employees. If all employees are expected to participate a company's environmental policies will be more efficient, effective, pleasant, and meaningful.
- **Education and Continued Training:** Properly training employees about green policies shows that they are a priority and dispels any confusion about what is expected. Training should include not only how to do something but also why it is important for protecting the environment. As your organization becomes more able to incorporate more environmentally friendly practices continued training and education ensure a smooth transition and success into the future.
- **Keep it Simple:** To keep your green polices easy and efficient make them as simple as possible. Assess what works best for your individual business. There is no one way to do things so don't be afraid to change if your initial ideas don't work.
- **Continued Presence:** Making sure your green policies have a continued presence within the work place helps their efficiency and longevity. Posting simple signs reminding employees to reduce, reuse, recycle and including updates in the company newsletter and break room help underscore the importance of green actions.
- **Be Positive:** Greening your business is exciting and proactive. Employees and management should be proud of their efforts. Celebrate and be positive about the experience!!

General Business Operations

Cleaning Supplies

Switching to green or natural cleaning products is a great way to protect the environment and employee's health. Natural cleaners are as effective yet less harmful than their chemical counterparts. Many natural products also come in bulk so you can reduce your packaging as well. Locally, green cleaning products can be purchased through High County Linens and Cleaning Supply at 733-2638.

Green Promotions

Advertising is a huge part of any business. Be creative and try to advertise in ways that have little environmental impact.

For instance, use a green printer like Greenerprinter.com for promotional materials. If using a traditional printer use vegetable or soy based inks and recycled-content paper. For company promotional products avoid miscellaneous items like pens, paper, stickers, pins, handouts, etc. Consider getting your name out there in non-material ways like local sponsorships, radio and tv ads. When investing in promotional products choose items that can be used year after year like reusable "Sale" signs or window paint instead of disposable signs.

Donations and Sponsorships

When asked for local donations or sponsorships consider giving to causes that have shown an environmental commitment, whether directly in their mission or in their general business practices. Joining an organization that donates a percentage of its profits is another great way to donate to environmental causes.

For more information go to www.onepercentfortheplanet.org and www.onepercentforthetetons.org.

Green Investing

When creating an investment portfolio, whether managing your businesses' money or providing retirement options for your employees, consider adding a green investment option. With ever increasing environmental awareness the market has many savvy green investment opportunities like alternative energy firms and green builders. Inquire with your current money manager for options. Also check out www.greenmoneyjournal.com for ideas.

Office Plants

Plants help create a more pleasant working environment and significantly increase indoor air quality.

Buy Local

When ever possible buy local. Not only does this stimulate the local economy but helps cut down on the environmental costs of transportation.

Green Dry Cleaning

For looking professional, choosing a green dry cleaner is a great option. Traditional dry cleaners use many highly toxic chemicals that are bad for the environment. Locally, Blue Spruce Cleaners provides the same quality of service without the chemicals. You can reach them at 734-0424.

Natural, Organic, and Local Foods

When hosting meetings conferences or company gatherings buying natural, organic and local foods help the overall quality of our environment. Contact Jackson Whole Grocer for information

733-0450.

Composting

Composting is a great way to reduce office food waste. For more information about how to compost and purchasing a composter contact Jackson Community Recycling at 733-SORT.



The staff of Jackson Lake Lodge proudly shows off their Hybrid vehicle. Grand Teton Lodge Company has reinvented itself so that the majority of their vehicles run on Hybrid energy or Bio-Diesel fuel.

Employee Recognition

The key component of an environmentally friendly workplace is the employees. Recognize employees who have adopted your policies in the workplace and at home. Highlight an employee who rides their bike to work or takes public transport along side your traditional employee of the month.

To engage everyone create inter-company competitions such as which department recycles the most or reduces the most single use items. Give awards as incentives.

Water Filters

Provide employees with a simple water filter like a Brita or faucet filter. Clean, good tasting drinking water is good for general employee health and encourages drinking from the faucet and not from disposable water bottles.

Company Moral and Volunteering

To get employees involved consider sponsoring volunteer days with local conservation groups. Planting trees, community clean ups, etc., are a great way to build moral and engage employees.

Similarly, consider doing a non-traditional environmentally centered company retreat like a charter rafting or hiking trip. Being in natural surroundings underscores the importance of green business practices for protecting the environment.

Resources

Contacts and information:

Bio-Fuel - Reynolds Filling Station (Phillips 66).
(307) 733-4666
1055 W Broadway at the junction of Highways 22
and 89

Blue Spruce Cleaners - (307) 734-0424
870 S Highway 89
Jackson, WY 83001

Bulk Solicitations (Junk Mail)
Direct Marketing Association
Mail Preference Service
P.O. Box 9008
Farmingdale, NY 11735-9008

Brita Water Filters - (800) 24-BRITA, www.brita.com
1221 Broadway
Oakland, CA 94612

Browse N' Buy Thrift Store - (307) 733-6237
PO Box 1690 or
139 N. Cache St.
Jackson, WY 83001

Carbon Offsets -

- www.TerraPass.com
- www.Carbonfund.org

Green Building

- **Green Building Supply** - (800) 405-0222, (641) 469-5558
www.greenbuildingsupply.com
508 N. 2nd Street,
Fairfield, Iowa 52556

- **Living Green** - (307) 733-2152

Green Donations -

- **1% For the Planet** -
www.onepercentfortheplanet.org
- **1% for the Tetons** -
www.onepercentforthetetons.org.

Green Investing -

- **The Green Money Journal**, (505) 988-7423
www.greenmoneyjournal.com
PO Box 67,
Santa Fe, NM 87504

Habitat for Humanity ReStore of the Greater Teton Area - (307) 734-0389
854 W Braodway Ave
Jackson, WY 83001

Home Depot - (208) 542-2520, www.homedepot.com
2075 S Holmes Ave
Idaho Falls, ID 83404

High Country Linen -(307)733-2638, fax (307) 734-1824,
www.highcountrylinen.com
PO Box 1729
355 N. Glenwood St.
Jackson, WY 83001

Jackson Community Recycling -(307) 733-7678(SORT),
Fax (307) 733-7616, www.tetonwyo.org/recycling
PO Box 9088 or
3270 South Adams Canyon Drive
South Highway 89,
Jackson, WY 83002

Jackson Curbside Recycling - (307) 733-8559

Jackson Whole Grocer - (307) 733-0450
P.O. Box 2616
970 W. Broadway
Jackson, WY 83001

Lower Valley Energy - (307) 733-2446,
www.lvenergy.com
P.O. Box 572 or
4000 South Highway 89
Jackson, WY 83001

Office Furniture - Baltix Furniture (763) 210-0155,
www.baltix.com
2160 Daniels St,
Long Lake, Minnesota, 55356

Orville's Thrift Shop - (307) 733-2684
365 N Cache
Jackson, WY 83001

Recycled Products

- www.reyclaholics.com
- www.recycledofficeproducts.com

Recycling Bins -

- **Ace Hardware** - (307) 733-4676
- **Kmart** - (307) 739-0865
- **www.recyclingbins.com** - (800)910-4757
Corporate Headquarters
92 Newark Pompton Turnpike
Wayne, NJ 07470

- **Sunrise Home Center** - (307)733-1200

Reduce, Reuse, Recycle (RRR) Media Campaign -
(307) 733-SORT, www.howdoyouRRR.org

Staples Office Supply Store - (307)734-6148,
www.staples.com
520 W Broadway
Jackson, WY 83001

START Bus -(307) 733-4521, www.startbus.com
PO Box 1687
Jackson, WY 83001