



A HOW TO GUIDE
**Make you and your workplace
more environmentally sustainable**

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What an average New Zealander consumes over a year

- 10,300 km travelled on our roads (that's equal to five trips the length of New Zealand).
- 835 litres of petrol and 820 litres of diesel.
- 9,000 kilowatt hours of electricity (this would power a standard 100W light bulb for over 10 years non-stop).
- 780 kg waste generated (combined, all New Zealand's waste would fill more than 400,000 buses each year).
- 90,000 litres of water used domestically (enough to fill over 550 bath tubs).
- 236 kg of paper (a stack of paper almost 5 m high). This is five times the world average for paper usage.
- More than 150 kg of packaging each per year.
- 19 tonnes of CO₂ generated per person per year.

NB: This information is based on data from the Ministry of Economic Development, Land Transport New Zealand and the Ministry for the Environment.



Buildings



**Recycling/waste
minimisation**



**Office consumables
and equipment**



Transport

There are many things you can do at home and at work to become more sustainable. This guide provides a range of ideas on how to improve the sustainability of day-to-day activities. To gain an understanding of what we consume, this guide also includes some general figures of what an average New Zealander consumes over a year.

Easy things to do – most are free (and may even save you money)

Checklist

- Involve staff, family and your community when looking for ways to improve your environmental sustainability.
- Try to drive less, reducing fuel consumption, vehicle emissions, and your petrol bill – 100 km not driven saves 28 kg of CO₂ emissions.
- Drive smoothly and have your tyres inflated correctly to save fuel – it's safer and can increase fuel efficiency by up to 25 percent. Check out www.fuelsaver.co.nz.
- Turn off all lights and electrical equipment (at the wall is best) when not in use. Unplug any chargers since they are still draining power.
- Print things only when absolutely necessary, use the double-sided or booklet printing option and recycle all paper.
- Use stationery and office paper with at least 50 percent recycled content and FSC accreditation.
- Eliminate, minimise or recycle packaging when making purchasing decisions – check if the product can be recycled.
- Look for accepted environmental accreditation such as Environmental Choice or ISO 14000. More than 700 products in New Zealand are now accredited.
- Cut your hot water use and lower your water cylinder temperature to 55°C.
- Remove individual staff rubbish bins, or promote waste reduction and recycling by providing only a paper box and a small bin. About 80 percent of office and household waste can easily be recycled.
- Reduce/increase air conditioning temperatures in winter/summer. Moving your thermostat up 2°C in summer or down 2°C in winter can save hundred of kilogrammes of CO₂ emissions.
- Reduce your use of plastic bags by shopping with cloth bags or reusing plastic bags.

Moderate things to do – minor cost/effort

Checklist

- Change light bulbs to Compact Fluorescent Lights (CFL) – they last much longer and use 20-30 percent less energy.
- Recycle and compost as much waste as practicable – the Govt³ website (www.govt3.mfe.govt.nz) has advice on easy and accessible options for recycling.
- Don't provide disposable crockery or cutlery, and discourage the use of takeaway containers.
- Encourage public transport for journeys to and from work and during work hours.
- Ensure vehicles are regularly tuned.
- When purchasing appliances, consider their water and energy efficiency ratings.
- Use 100 percent recycled and chlorine-free paper, non-toxic printing inks, and recyclable toner cartridges for printing and publishing.
- Provide eco-friendly cleaning products.
- Provide Fair Trade or organic tea and coffee products.
- Conserve water by installing water-saving showerheads and dual-flush toilets.

Significant actions – a bit more cost or effort

Checklist

- Consider alternative fuel systems for fleet vehicles such as bio-diesel, CNG, LPG, or electric or hybrid vehicles.
- Give preference to fuel efficiency and low greenhouse gas emissions when purchasing fleet vehicles – aim for fuel efficiency better than 7 litres per 100 km for standard passenger vehicles (check them out on www.fuelsaver.co.nz).
- Provide printers with 'follow-me' capability to minimise wasted office printing.
- Write environmental criteria into tendering documents, contracts, policies and procurement guidelines – include sustainability of products over their lifetime and end-of-life disposal clauses.
- Recognise, reward and publicise good performance and innovation in sustainable practice.
- In new and refitted building projects, give preference to sustainable building materials, practices and design. Consult a sustainable building specialist – up to 70 percent of operating costs of a building can be determined at the design phase of a project.
- Measure, track and report on progress – what gets measured gets managed.