

## Green Program

### (Office )

- Turn off computers, printers, and computer mouses during evening/weekend hours.
- Turn off all lights, air conditioning/heating on evening/weekend hours.
- Recycle paper, binders, and folders for future use when possible.
- Use 2-sided print when multiple pages need to be printed.
- Make smaller pieces of recycled paper to use instead of using post-its.
- Purchase previously used office furniture: desks, chairs, file cabinets, etc.
- Use laptop computers and inkjet printers for lower energy consumption.
- Purchase recycled paper.
- Open windows instead of using air-conditioning when possible.
- Energy efficient lighting is installed.
- Bins are available recycling glass, plastic, metal, and paper.

### (Manufacturing)

- Our glass microspheres are made from recycled glass.
- Wash and dry weigh boats and glass slides for re-use.
- Save in-coming packing materials for future re-use.
- Turn off all lights, air conditioning, and heating during evening/weekend hours.
- Have recycling bins available for all glass, plastic, metal, and paper.
- Energy efficient lighting is installed.
- Purchase lower energy use equipment.
- Minimize energy use by consolidating processing equipment used by using one energy source instead of adding additional equipment.
- Plan and schedule heat generating equipment use in winter months to save energy and additional heating and air-conditioning cost.
- Purchase previously used/refurbished equipment.