Using Technology to Be More Sustainable

This worksheet is designed to help facilitate a conversation between you and your support provider to reduce energy consumption and waste generation in your workplace. Not all items will be applicable. The ideas and questions below are meant to spark a conversation and to help you find opportunities to fully utilize technology to work more efficiently and sustainably.

Reducing Energy Demand:

1. **Power reduction**

   o Do you turn off monitors when you are not in your office?
   o Have you requested a daytime backup schedule to allow you to shut your computer off at night?
   o When is departmental equipment (such as large printers, scanners, projectors) powered off? Can it be done automatically outside of working hours?
   o Do you use a power strip to turn off electronic equipment in your office?
   o Do you turn off all electronic equipment before holidays or breaks?

2. **Consolidation**

   o Are large printers and/or multi-function devices being used regularly or would it be possible to use fewer units?
   o Can old fax machines be replaced with multi-function units (copier/fax/printer)
   o Are there software programs that now make certain equipment obsolete?
   o Do you use Eli Surplus Exchange (surplus.yale.edu) to recycle old or under-used equipment?

Reducing Waste:

3. **Reduce paper waste.**

   o Have you changed the default settings for printing to double-sided?
   o Do you print in black and white by default (not color)?
   o Is your department monitoring print usage and taking action?

4. **Reduce paper waste by using software.**

   o Could you use online file sharing or project management programs that make printing unnecessary?
   o Can systems that require physical paper work be replaced?

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