GREEN INITIATIVES

AT AMERITEK DOCUMENT SOLUTIONS WE'RE COMMITTED TO MINIMIZING OUR CARBON FOOTPRINT, WHILE HELPING YOU MINIMIZES YOURS.

Does your company have Green initiatives?

Ameritek Document Solutions is positioned to help companies in Northern Alabama achieve their green initiatives goals. We go well beyond just looking at copiers and printers. Our workflow assessment process is designed to put your technology and workflow in alignment with all of your current business initiatives including sustainability. Contact us today and we will help you get started.

We have listed below ten suggestions that will help your business achieve their green initiatives.

1) Buy Remanufactured Toner Cartridges

- **Environmental Benefits**

 Buying remanufactured toner cartridges and recycling empty cartridges are easy ways to reduce the negative impact that these products have on our environment. Office equipment that uses a toner cartridge, rather than requiring toner to be added to the machine, should use a remanufactured toner cartridge which will reduce the associated environmental hazards and increase financial savings. Many toner cartridge remanufacturers supply customers with remanufactured toner cartridges and collect spent cartridges.

The typical used toner cartridge weighs about 3 pounds and is composed of 40% plastic, 40% metal and smaller percentages of rubber, paper, foam, and toner. The plastic is made of engineering-grade polymers and takes at least 1,000 years to decompose. However, approximately 97% of these combined components can be recycled and reused.

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- **Conserves Resources**
  Using remanufactured toner cartridges reduces pollution and waste by minimizing the amount of materials, such as plastic, steel, aluminum, and rubber, disposed of in landfills. It also conserves natural resources by eliminating the need for virgin materials used to make new cartridges. For each pound of new material used in remanufacturing, *5* to 9 pounds of virgin materials are conserved.

- **Saves Energy**
  Using remanufactured toner cartridges also saves energy. Approximately 3 quarts of oil are burned in the production of a single new toner cartridge. A used toner cartridge can be remanufactured toner up to four times, depending on its type and condition, thus potentially saving up to 12 quarts of fuel.

2) Record Printing Cost

By adding software to workplace computers which displays their printing balance on the screen, staff are made more aware of their usage. By making employees more aware they are more likely to change their printing habits; printing only when necessary and overall reducing printing costs.

3) Eliminate Waste in Printing

All too often we print a document to discover that the last page only has a web address at the bottom, or other printable space is wasted. GreenPrint and EcoPrint2 are software programs that identify these areas of waste in printing, alert the user of possible wasted space, and recommend how to eliminate it. The user can then decide whether or not to accept the program recommendations before printing. GreenPrint claims to save businesses 17 percent on printing materials and $100 — per user — annually.

4) Go Digital

Is it necessary to print out a meeting agenda for every member? Or can you incorporate it into a slideshow, or simply send it via email? How about posting employee manuals and other materials online rather than distributing — and onerously updating — print copies? Increasing

numbers of digital storage devices and systems for businesses make going digital very easy to do.

5) Buy Environmentally Friendly Paper

Try as we may to go digital, we still need paper, so try to go with the least of the evils. Insist on chlorine-free paper, and look for high amounts of post-consumer recycled content. You can also look for paper that has been made with more sustainable substances like bamboo, hemp, or organic cotton.

6) Update Mailing Lists

This is a small but effective tip; by ensuring your mailing lists are up to date, you avoid sending out unnecessary letters, thus saving the paper, printing, and postage.

7) Photocopier and Printer Settings

Ensure the photocopier and printer defaults back to single copies after somebody has used it. You may also want to set them to print double-sided by default. Use the draft printing mode whenever possible (which is more than you think), and avoid color printing.

8) Use Smaller Font

Although you don't want to make your employees blind, reducing the font size in documents can save reams of paper each week.

9) Use Multi-Purpose Machines

Each piece of office equipment you buy produces heaps of toxic substances in both the manufacturing and disposal stages. So the fewer office machines you buy, the smaller your footprint will be. Consider using multi-purpose machines that handle copying, scanning, faxing, and printing, as well as other multi-tasking machines.

10) Add a sleep mode to your office equipment

Running offices equipment at full capacity during breaks and lower usage periods your business is wasting precious energy costing them more in electricity and additionally causing their equipment to be worn out at a faster rate.

Why we need to Recycle Empty Toner Cartridges

In North America, more than 40,000 tons of plastic and metal is saved from landfills annually as a result of cartridge recycling. For every 100,000 used cartridges recycled, we can save 9599 kilograms of aluminum, 40 tons of plastic, and 1,000,000 liters of oil. Ink cartridge recycling has virtually become synonymous with successful sustainable development.

Now imagine the exponential savings by reusing those cartridges BEFORE recycling them. Reuse is the highest form of recycling which is why remanufacturing is the ideal way to give used inkjet and toner cartridges another life - a life which doesn't include being abandoned in a landfill where it can take more than 1,000 years for the cartridge to decompose.

Here are just some of the reasons to reuse/recycle cartridges:

It reduces air and water pollution/emissions associated with landfilling, incineration or the manufacturing of new cartridges.

It conserves our natural resources such as timber, water, oil/petroleum and minerals because it reduces the need for raw materials.

It helps save energy.

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It decreases emissions of greenhouse gases that contribute to global climate change.

It helps us sustain the environment for future generations.

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