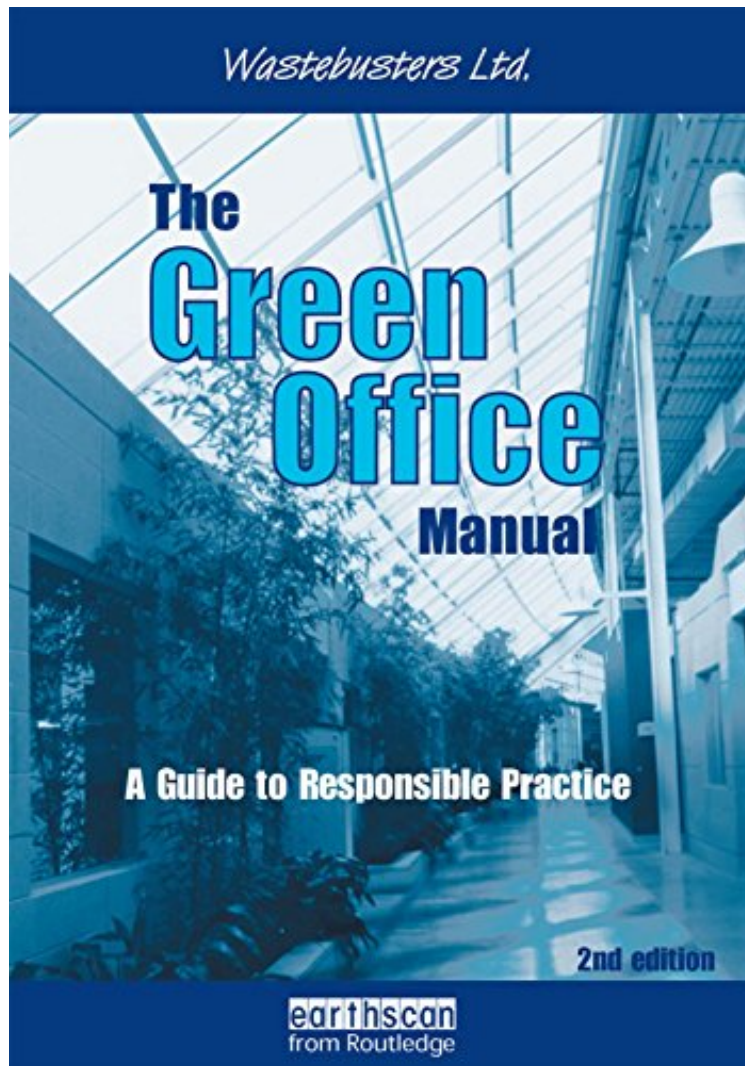


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The Green Office Manual: A Guide to Responsible Practice

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Wastebusters Ltd : The Green Office Manual: A Guide to Responsible Practice before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Green Office Manual: A Guide to Responsible Practice:

0 of 0 people found the following review helpful. Probably helpful if you live in the UK By genre nonspecific This book was well written and included many case studies and lists. The lists were quite helpful from a "save me the time to come up with the list myself" but nothing earth shattering (excuse the pun). The references and cases were almost exclusively from the UK so, as I live in Canada, some of the measurements and resources listed did not apply.

This revised second edition highlights the opportunities for achieving cost savings and environmental improvements to

enhance competitiveness in organizations of all sizes, with specific guidance for small businesses. The manual sets out effective and simple mechanisms to encourage participation and commitment from both staff and suppliers. It builds on the advice of the first edition, with a wide range of new case studies from different sectors, including retailers, hotels and hospitality, schools and educational institutions, airports and prisons, and plenty of office-based examples. A new chapter on environmental reporting considers international developments in environmental management, reporting and sustainable business, including the Global Reporting Initiative and the European Environmental Reporting Awards, with a link to DETR guidance. An extended chapter on energy and utilities provides an update on environmental legislation, government position and industry trends. An office waste chapter looks at examples of successful waste exchanges that save disposal costs to donors and purchase costs to recipients.

"This easy to use book provides answers to many of the environmental management questions. It assesses hundreds of products in everyday use, their benefits and environmental risk, recommends safer alternatives and explains environmental issues": Environmental Assessment
About the Author
The author Lesley Millett is Director of Wastebusters Ltd, the leading UK environmental consultancy specialising in greening the office. In 1999 she was awarded an MBE for services to the environment.