

Sustainable MusEco

July 1, 2009

Operations and Practices:

We work to conserve energy and minimize its' consumption in our office: We avoid using A/C, we keep overhead lights off during the day, we use CFL's, we keep office machines and computers and monitors off (and use powersave mode) when not in use.

We use very little water in our operation. We do have an aquarium, so when we change the water we use it to water our plants. (We have lots of plants for clean air and positive vibes!)

We avoid the use of hazardous products or solvents:

We clean with water, baking soda and vinegar. We may occasionally use a natural cleaner by "Earth Friendly Products" for big jobs. Hand soap and dish soap is Dr. Bronners. We have always approached cleaning this way. We always scrupulously avoid the use of toxic or questionable products of any kind.

We actively avoid and reduce waste:

We refill our printer cartridges and our pens, print on both sides of the paper (in fact, we collect paper from other people's recycling bins for most of our printing needs.) We fix things that break instead of replacing them.

We even save our plant materials and peels and cores from fruits and veggies, tea and coffee remainders for composting in our home composter!

Purchasing and Procurement:

We consider the sources and methods of production of the materials/items we buy when we make purchases.

We buy products with the highest available postconsumer recycled content (paper and paper products, plastic items, fabrics.) We purchase organic and fair trade teas and coffees and do the same for any other edibles consumed in association with our organization.

What we cannot find sold with high postconsumer recycled content we make every effort to buy used or refurbished.

We are long-time vegan/vegetarian and make vegan purchasing choices.

We take steps to reduce packaging waste from the materials we purchase or sell:

We re-use mailers and envelopes, we re-use boxes and packaging we receive and either recycle or pass along to a local mailing house what we don't use. We often point out excesses in packaging to retailers we patronize. We *always* take our own canvass bags on shopping excursions.

The recorded media that we sell or distribute are packaged in post-consumer recycled cardboard cases or post-consumer recycled plastic cases, and information inserts are printed on post-consumer recycled paper. (Always as near to 100% as we can find, irrespective of cost.)

We work to reduce other forms of purchasing and procurement-related waste:

We are vigilant about avoiding spoilage of perishables at all times. We are mindful of expiration dates. We avoid free samples and freebies (we don't generate them ourselves and we don't accept them, in order to avoid waste.)

Reduction, ReUse and ReCycling

We actively reuse materials and products:

We reuse paper (print on the back, make notepads, etc), we reuse envelopes of all sizes, we reuse folders and files, we reuse CD and DVD cases, boxes, packing materials of all kinds, we fix things instead of discard, we refill pens, pencils, printer cartridges and toners.

Much of our computer and A/V equipment is second-hand or refurbished. Our phone/fax and other communications equipment are mostly second hand as well. All of our office furniture and non-attached fixtures are second hand (except our fancy power strips that we employ in our efforts to conserve electricity!)

We are avid recyclers:

We not only recycle all our paper, plastic, glass, metals, boxboard, cardboard, aseptic, packaging, batteries, toner cartridges, filters, and recycle all our no-longer-useful electronics (from our operation and collected from others, too) but we also recycle all our recordable media: CD's, DVD's, video and audio tapes, DAT tapes, radio carts, and digital data disks of various types!

We constantly reduce our demand for products:

We make a concerted effort only to purchase or acquire things when they are truly needed. We try not to print at all if we really don't need to. We don't update our equipment or buy new versions of things until we absolutely must. We wait a few days to make a purchase just to make sure there is a real need, not just a desire. We factor in the impact of the decision to buy when we evaluate a need.

Transportation:

We avoid the use of fossil fuels:

Staff bike to work and to meetings almost all of the time. Exceptions include out of town obligations and video shoots that require us to haul equipment. When vehicles are used, we work very hard to conserve our use of fuel (slow & easy driving, proper maintenance, extreme trip planning, etc.) We avoid flying and we take the train or greyhound when we need to travel great distances. One of our personal vehicles runs biodiesel and is used for out-of-town trips. (Hey - our bikes are even second-hand!!)