

# General waste

- O Refuse plastic bags
- O No littering
- O Don't burn waste
- O Use a recycling station
- O Reuse packaging
- O Get old household items to local charities
- O Monitor what you throw awaya



This booklet is offered to you by the GetGreen Vietnam project. It contains tips on how to consume sustainably. The booklet is part of a series targeting different daily rituals such as living, working, eating and moving and the consumption stages buying, using and disposing.

For a general introduction on sustainable consumption, please check the General Waste booklet. It explains why the mentioned reasons are harmful to the environment and, in the end, to our own surroundings.

### Also in this series

















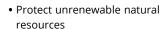
# Refuse plastic bags



Plastic bag is used within 5 minutes but it takes nearly 100 years to be decomposed. When it's decomposed, the toxins integrate into the soil, lake, river. Plastic bags production accounts for 20,000 tonnes of plastic polymer derived from non-renewable resources. Only a tiny proportion of plastic bags is being recycled. Plastic bags are eaten by animals, so they suffocate, disable and kill thousands of marine mammals and sea birds worldwide each year. When the animal dies and decays, the plastic bag is free again to repeat the deadly cycle.



### **Environmental benefits**



- Protect environment, and resources
- Reduce the harmful risk to animals



- Protect our health, prevent toxins from entering our bodies.
- Save money. Plastic bags are considered to be a 'free' commodity, but the cost is added to the price of goods that they purchase.



- Refuse plastic bags: carry your groceries or bring a bag.
- Use a bag for life: keep reusable bags with the shopping list to remember them. An ultra compact reusable shopping bag folds
- down to a very small size, so easier to carry around.
- Collect plastic bags: If you do use plastic bags, get a plastic bag dispenser for your kitchen so that you can reuse them - for example, for lining bins.





# No littering

# Don't burn waste



The littering only damages the landscape of your living area but also generates toxic contamination in water, soil and air around you. On the other hand, many animals are got stuck in the garbage or killed by eating wastes in stead of food. Approximately 18% of uncontrolled waste enters the rivers, lakes and canals causing water pollution. Overflowing garbage in ocean's washed ashore or caught up in the flow of the ocean circulation, forming the trash vortex.



### Environmental benefits

- Prevent water, air and soil pollution and contamination
- Save animal



- Protect your health.
- Improve landscape of your living area.

### What to do

- Put the wastes at the designated places
- Just bring an limited but needed amount of your personal things to avoid littering in public places
- Bring your own trash bags to dispose of waste and throw away only when the the trash bin is found

According to estimatimation, burning agricultural waste creates 40% CO2, 32% CO, 20% of particulate matter and 50% of hydrocarbon aromatic containing carcinogens. The smoke from the burning of cosmetics could kill nearly 2 million people each year. The residue after burning garbage pollute the soil and groundwater and can enter the food (crops, livestock, poultry), water lines and living organisms. Furthermore, the incinerator is particularly dangerous due to the release of harmful gases into the atmosphere closest to humans. The very small particle emissions, can travel deeply into the lungs, causing cancer and other diseases related to the respiratory tract, may even be transmitted from the respiratory tract of mother to child during pregnancy



### **Environmental benefits**

- Reduce air pollution
- Reduce water and soil contamination
- Avoid contamination crops and livestock



- · Reduce the risk of inhalation of toxic substances causing serious diseases.
- What to do
- Don't burn waste: try to recycle anything you can, and
- · whatever you cannot use, give it to the scrap collector.
- Don't burn leaves and grass Biomass burning is a problem of long standing. Compost garden trash, bring it to a local farm or have it collected by the scrap collector.









# Use a recycling station

# Monitor what you throw awaya



Separating waste makes it easier to be managed in a more sustainable manner, since it is not polluted by other waste. Every ton of paper recycled saves 17 trees; Recycling 1 glass bottle is enough to light a light bulb for 4 hours.

Revise your buying pattern: Link the trash back to what you buy. For example if there is a lot of paper in the waste, you may want to think of ways to reduce your paper usage. Or if there is a lot of packaging you can try to look for supplies with less packaging.



### Environmental benefits

- By giving your products to somebody who needs them, it won't be broken down into pieces after which parts are recycled and parts go to the landfill.
- By revising your buying pattern you can buy less reducing the need for those objects to be produced.
- Easier for the scrap collector



- You will find that a lot of the saved materials you can use in many different ways saving money on buying new things.
- Develop creative ability when reusing things

### What to do

- If next to your bin you have a bag for glass, a bag for plastics, a bin for food and a box for paper it is as easy to recycle as it is to throw away
- There are many ways to reuse newspaper, e.g. to stuff things, to cover while painting, as a seed starter, as a sunblock at the window, to clean windows incombination with vinegar, in the fridge to absorb liquids and odours.



### **Environmental benefits**

- Reduce waste: by knowing what you throw away you can adjust your buying pattern, thus reducing the waste of food, packaging, and oth-
- Reduce overproduction: You no longer buy unnecessary, overproduced food which has already been produced with its incorporated environmental impact.



- Save money: you will no longer buy food that you throw away immediately.
- You save time on shopping and on disposing.



- · According to TNS, a Vietnamese family throws away 30% of the food they buy. Monitoring this will allow you to keep track of what you usually throw out.
- Revise your buying pattern based on your disposing pattern you can adjust your buying pattern so that you no longer buy unnecessary food and packaging.









# Reuse packaging



# Get old household items to local charities



Donate/sell old packaging: The Vietnamese scrap collectors collect and recycle almost any type of

If packaging is thrown away with waste, it will be buried and hazardous substances will be absorbed in soil and water source. However, if it is recycled, packaging can be used as ingredients for making vase, decorative items or sold to scrap-iron dealer.

Donate/sell old packaging: The Vietnamese scrap collectors collect and recycle almost any type o scrap such as plastic, glass and metal



### **Environmental benefits**



Reduce water and soil contamination.



- · Save money.
- Even make money if you can create new things from old ones, or sell the old one for the collector.



- Make use of reusable packages like canner, bottle, and bag, Eg: the egg holder can be used for growing sprouts, the bottle can be transformed into vase...
- Sell/donate the old package.
  The collector will collect and recycle plastic, glass, and metal.



### **Environmental benefits**

- Reduce landfill waste
- By giving your products to somebody who needs them, it won't be broken down into pieces after which parts are recycled and parts go to the landfill.
- Conserve natural resources
- Reducing the need to produce new products reduces the environmental impacts.



- Find trades: maybe you also find something at the charity that you can make use of so you can trade.
- Social responsibility: your local charity/community will be thankful to you. You make them happy. Be altruistic, it makes you feel good too.



- Locate existing local charities: rather than putting stuff outside so that people take it who don't really need it, you can find organizations that look after the poorest.
- Organize a charity event: a true hero plans an event that benefits a worthy cause. You should select a charity, define the type of event and the scope (size, expectations), budget and plan carefully, organize volunteers, and plan a date, time and location. If possible business can be involved, who can help with the publicity.









Note	

### What is sustainable consumption?

Within the scope of Get Green Vietnam sustainable consumption is considered to be the action of buying, using or disposing that follows after a decision-making process of a consumer taking his/her social and environmental responsibility by minimizing impacts on the environment in accordance with personal needs and desires to ensure the same quality of life while performing the daily rituals living, eating and working.

### **Project goal Get Green Vietnam**

Under pressure of shortage raw materials in the world, creating sustainable products is a new trend for global and Vietnamese manufacturers in order to protect our earth and maintain the sources in the world. In order to support sustainable production, the pushing in the demand should be activated at the same time. The GetGreen Vietnam project wants to increase the level of sustainable consumption in Vietnam.

### More information

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# In and around the supermarket

- O Make a shopping list
- O Buy diverse food
- O Buy food that is in season
- O Prioritize to buy local food
- O Buy food from reliable sources
- O Prioritize environmental friendly packaging
- O Buy discounted fresh food











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# Make a shopping list



A Vietnamese family spends an average of 40% of their total income on food but throws 30% of their food away because it has expired. Not only has this food been produced and transported for nothing, it also needs to be disposed of making the carbon footprint even bigger. Making a shopping list before shopping helps you control your purchasing.



### **Environmental benefits**

 Reduce food waste and carbon emissions into the environment by purchasing and consumption a sufficient amount of food, not wasted or redundant.



- Save money: buy only what you need.
- Save time: Don't look at unnessary products
- Improve health: Don't make last-minute poor decisions
- Make it fun: put a list somewhere where everybody from your household can contribute. Then based on that list you can make a final version.



- Make a shopping list: determine beforehand what you need. Think about the quantities, where to buy the food and use the nutritional chart
- Check and compare the nutrition facts
- Check what you have in stock.Don't buy anything you already have and buy food that can be combined with things close to expiration.
- Check the expiry date
- Don't shop while hungry People who are hungry while shopping buy up to 45% more high-calorie foods because of unnecessary impulse buys.





# Buy diverse food

# Buy food that is in season





Buy diverse food: It is important to reduce meat consumption, because livestock require a lot of water and vegetables. The production of 1 kg beef causes about 13.3 kg of CO2 (equal to 6 liters of petrol). An estimated 5-6 million hectares of cropland is lost annually due to severe soil erosion and degradation as a result of sugar plantations.

Food is cheaper in season than off-season, because off-season it needs to come from further away or be preserved over a longer period of time. Reduce storage energy: If a product is to be transported, it needs extra preservatives and other additives to keep it conserved during transport as well as cooling, adding up to the energy use.



### **Environmental benefits**

- · Reduce carbon emission to environment due to meat production
- Protect land resource, prevent erosion due to sugar cane plantation



- Better taste: fast food does not give much nutrition compared to energy intake.
- · Healthier: you get all essential vitamins and minerals when you eat varied, reducing the chance you get sick.

### What to do

- Buy diverse food: you should eat at least 200 g vegetables
- per day and no more than 120g meat or fish per day.
- · Eat less fast food, sugar and salt. It is best to eat no fast food at all and to minimize eating sugar and salt.



### **Environmental benefits**

- · Reduce the energy used for preserving and cooling.
- Reduce gas emissions. The transportation from the farm to your home pollutes the air around your house endangering your family's health.



### Personal benefits

- Save money: food is cheaper in season than off-season
- · Better taste and better nutrients: When food is shipped in, it affects the taste. Chilling, transport and being held in warehouses cut their flavor. If you harvest something early for the shipping, it's not going to have the full complement of nutrients.



### What to do

- Buy food that is in season.Determine what is in season and plan your meal around that.
- · Go to a local farmers' market. Local farmers always know what is in season because that is what they have just harvested
- Grow your own vegetables. Grow it and pick it yourself you'll know exactly what went into growing those vegetables and you can enjoy them at their peak the day they are harvested









# Prioritize to buy local food



# Buy food from reliable sources



Local foods are foods produced and packaged right in the area you live. So for the consumer, food does not travel far and experiences long-time preservation. This helps local food fresh and keep nutrients. There's no need for brokerage or intermediaries since the food is sold directly to consumers, thereby increase their income from farming, animal husbandry. Local food also contribute positively to food security in the context of energy instability when human are too dependent on fossil fuels for product production, packaging, distribution and preservation.



Environmental benefits

- · Reduce gas emissions.
- Support local economies.



- Healthier: There are more nutrients in fresh food. Food imported from far away is older and has traveled on trucks or planes, and sat in warehouses.
- Better taste: the crops are picked at their peak. Livestock products are processed nearby and the farmer has direct relationship with processors, overseeing quality - unlike in industrial facilities



- Buy local food instead of imported food or food from far away if you can trust the local food. The most trustworthy and local food obviously is the food you grow yourself
- If possible, grow your own local food.

Food in Vietnam goes through many different parts of its supply-chain and chance for contamination is very high. Small stores are often not checked and can therefore have very harmful production and transportation techniques. Bigger stores and labeled brands are required to have more protocols in regards of sustainability



**Environmental benefits** 

• Reduce emission due to inproper transportation



Personal benefits

 Use safe and reliable food source



- Buy cerfified food
- Buy food from trusted sources: buy your products from big supermarkets or registered stores









# Prioritize environmental friendly packaging

# Buy discounted fresh food



Packaging currently makes up around 20 per cent of your household waste. Prioritize environmental friendly packaging Bring snacks that have organic packaging, e.g. bananas, eggs, or nem chua. If organic is not an option, go for recyclable packaging. So no plastics, but carton packaging, or more durable packaging such as glass

Near closing hours many supermarkets, bakeries or butchers have discounts on their food which would not be salable the next day. This food is usually around 30% cheaper, depending on the type of food and the shop where you buy it.



**Environmental benefits** 

• Minimize persistent waste.



• Choosing products with less or no packaging may save you money.



- Buy product with environment-friendly packaging
- Buy non-perishables in bulk: Items like toilet rolls and soap powder often are available in larger sizes which use less packaging. Also lightweight products use less packaging and will therefore be cheaper.



**Environmental benefits** 

- Reduce waste: By buying the about to be expired products the supermarkets don't have to throw it away.
- Reduce overproduction. The food at the discount counter has already been produced with its incorporated environmental impact, so buying new food encourages overproduction.



Personal benefits

• Save money



• Buy food at the discount counter at BigC, Metro, Fivi or Coop.









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# Live Like a Farmer in the City

- O Eat organic food
- O Reuse leftovers
- O Use rain water
- O Use natural cleaning agents

A collaboration project by













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# Eat organic food



Organic food is grown without chemical fertilizers or pesticides and sold to the consumer without adding preservatives and synthetic food enhancers. Organic fruits and vegetables have 40% more antioxidants. They also have higher levels of helpful minerals like iron and zinc.



### **Environmental benefits**

· Reduce the amount of harmful chemicals which damage soil and water.



- Safer for food consumers.
- Help your body absorb more nutrients.



- Visit a local farmers' market or organic food shop to buy your meats and vegetables.
- Grow your own vegetables. If possible, grow it and pick it yourself in your garden.

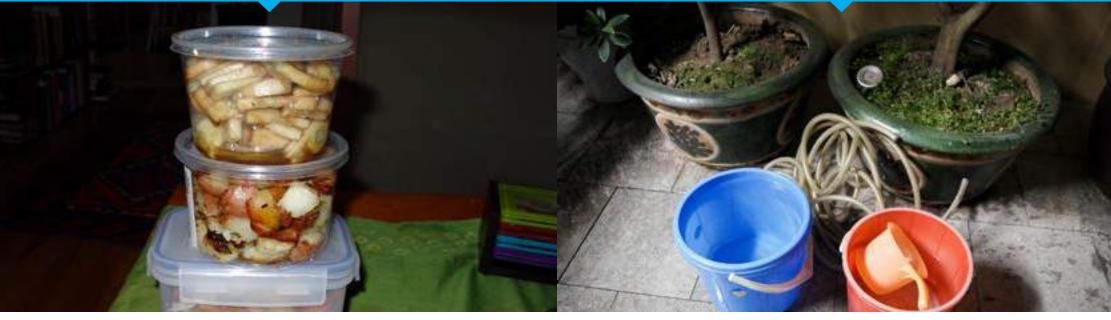




# Reuse leftovers



## Use rain water



There are about 7 billion people in the world today and about 4.4 billion tons of food are produced each year. Meanwhile, more than 1 billion people are undernourished daily, along with about 1.3 billion tons of food which are thrown away or left over.





- Less food waste.
- Less overproduction.

• Save money for food.



- Reuse leftovers at home
  - Refrigerate or freeze unused food within two hours after cooking. Place leftovers in small, shallow containers with a secure cover. Don't keep leftovers for more than four days.
  - Reuse leftovers at work
  - Transport it in a container to your home or store it properly at work.
  - Take leftovers from restaurants
  - Ask for take away to take leftovers with you.

clean so can be rain water.

**Environmental benefits** 

on water resources from outside.



- Reduce water treatment



• Reduce household water bills.

Only about 2% of all water in the world is sweet water and can be used or treated to become drinking

water. 63% of the water in Vietnam comes from neighboring countries, this means that we rely heavily

Around 25% of water used in households is used for toilet flushing. This water does not need to be

- Reduce risk of flooding.
- The amount of wastewater entering sewers especially when it is raining is reduced. This can benefit the individual household, but also the broader community.



- Catch and store rain water
- Collect water in a barrel. Make sure to cover the barrel so it doesn't attract mosquitoes. Collect more water by installing gutters. If you're feeling particularly motivated, you can also install a hose that goes down to wherever you need the water.
- Use it in and around the house. Use it for watering the plants, flushing the toilet, or to clean outside areas









# Use natural cleaning agents

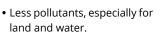


Many chemical cleaning products cause cancer, respiratory, reproductive problems or allergic reactions. Moreover, many of them are landfilled or incinerated, upon which they release their toxins into the environment and contribute to depletion of the ozone layer, pollute groundwater, contaminate the soil, and harm plant and animal life.

Non-toxic cleaners are cheaper. The ingredients used for producing natural cleaning products are much easier to obtain.



**Environmental benefits** 





- Reduce the risk of cancer, respiratory illnesses, allergies, ...
- Save money for buying chemical cleaners.



- Use natural cleaning agents
- Most modern chemical cleaners are an overkill. Use a combination of lemon, salt, vinegar, baking soda and coconut oil. This can be applied on almost every surface in the bathroom and kitchen, or as fabric softener in the laundry room.
- Read the label. Identify toxic ingredients when you buy detergents or cleaning agents.
- Buy EM. You can buy EM at an organic farm, it is one of the most sustainable cleaning agents.

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# Kitchen and Bathroom of the Future

- O Position and set your fridge optimally
- O Store food in right condition
- O Load your fridge up to 70-80%
- O Apply First In First Out
- O Plan cooking in detail
- O Defrost food and let it cool down
- O Use the right kitchen equipment
- O Use the lid
- O Prioritize using a microwave
- O Compost food
- O Monitor what you throw away
- O Save water in the bathroom
- O Use natural cleaning agents
- O Use cloth tissues















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## Save water in the bathroom



About 63% of the water for our country comes from neighboring countries. The amount of water used per capita in Vietnam is lower than the national average 4.000m3/year/person of the International Water Resources Association. Meanwhile, about 40% of water consumption in households in Vietnam is used in the bathroom. A conventional shower can take 25L of water per minute.



Save tap water



- Save water bill.
- Reduce the risk of water scarcity.



- Take a short shower: Take showers no more than 5 minutes.
- Use a water saving shower head. Also position the shower head just above your own head to reduce loss.
- Turn off the tap when not in use: For example while soaping your body or brushing your teeth.





# Use natural cleaning agents



## Use cloth tissues



Many hazardous cleaning products are landfilled or incinerated, upon which they release their toxins into the environment and contribute to depletion of the ozone layer, pollute groundwater, contaminate the soil, and harm plant and animal life. The natural cleaning agents are cheap and abundant, we can utilize them everyday.



### Environmental benefits

• Reduce environmental pollutants, especially water and soil contamination.



### Personal benefits

- Reduce the risk of getting cancer, respiratory diseases, allergy.
- · Save money for not buying detergents.



### What to do

- Use natural cleaning agent. Most modern chemical cleaners are an overkill. Use a combination of lemon, salt, vinegar, baking soda and coconut oil. This can be applied on almost every surface in the bathroom and kitchen, or as fabric softener in the laundry room.
- Read the label: Identify toxic ingredients when you buy detergents or cleaning agents.
- Buy EM: You can buy EM at an organic farm, it is one of the most sustainable cleaning agents.



### Environmental benefits

ey and shopping time for ourselves.

- · Not destroying the wildlife habitat.
- Reduce water and air pollution.
- Reduce emission of paper transportation.



### Personal benefits

You can use cloth tissue instead of paper, to clean the kitchen, bathroom and to wash hands, ect. Pa-

per manufacturing uses a lot of timber destroying wildlife habitat. It's the main cause of air and water

pollution, including dioxin and other cancer-causing chemicals. Paper transportation also consumes

lots of energy and creats emissions. Regarding personal perspective, saving paper means saving mon-

- Save money for not buying paper.
- Reduce the cancer risk caused by paper production industry.
- Creating the cloth tissues is a fun and creative activity which you can do with your family to all make your own personalized cloth tissues and refrain from standardization.



• Buy cloth tissues to clean and to dry your hands. You can also make rags out of old towels and t-shirts. You can make a "tissue box" out of a recycled container. This box sits on the toilet or nearby for use as needed.







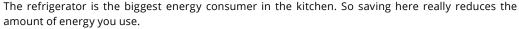


# Position and set your fridge optimally



# Store food in right condition







Storing food in the right way keeps it fresh longer.



**Environmental benefits** 





- Save money and repairing
- Durable and efficient cooling refrigerator.



- · Position the fridge properly: Locate at a cool location 10cm from the wall to let warm air generated by the fridge to easily flow away.
- Set the temperature not too low. The refrigerator cools well at 7°C and the freezer at -18°C. Colder is unnecessary to keep the food fresh
- · Defrost regularly: A layer of ice decreases effectiveness.



### **Environmental benefits**

- Reduce waste: Food is often thrown away because it is not eaten in time. Storing food in the right way keeps it fresh longer.
- Reduce overproduction. The food has already been produced with its incorporated environmental impact, so throwing it out and buying new food encourages overproduction.



### Personal benefits

- Healthier: Keeping foods chilled at proper temperatures is one of the best ways to prevent or slow the growth of harmful bacteria.
- Better quality: Though food will be safe indefinitely at -18°C, quality will decrease the longer the food is in the freezer. Tenderness, flavor, aroma, juiciness, and color can all be affected.



### What to do

- Check storage directions on labels. If you haven't refrigerated something that needed to be, it's best to throw it out.
- Refrigerate or freeze perishables. Don't leave meat, poultry, seafood, eggs, or produce out of the fridge for 2 hours—1 hour if the air temperature is above 32°C.
- Store in cool, dry, dark places Leakage from pipes can damage food under the sink. Store potatoes and onions in a cool, dry, dark place.











# Load your fridge up to 70-80%



# Apply "First In First Out"



When the refrigerator contains less than 70% capacity, 30% of the free space still works without effectiveness. Conversely, if the fridge's filled by more than 80%, the air circulation in the cabinet won't work, reducing the efficiency of food preservation. The best solution for food storage in the fridge is to occupy the fridge by 70 - 80% its capacity.

Store food according to FIFO: First In First Out (FIFO) is applied in restaurants and schools. New food should be pushed to the back and older items should be pushed to the front to ensure they are used first.



### Environmental benefits

• Save energy by using the correct capacity of the refrigerator.



### Personal benefits

- Save money.
- Keep refrigerator durable and efficient.
- Preserving food safety and freshness.



### What to do

- Fill your fridge for at least
- Fill your fridge no fuller than 80%.



### **Environmental benefits**

- Reduce waste: Eating about to be expired food doesn't become waste which needs to be transported, landfilled or otherwise disposed of.
- Reduce overproduction. The food has already been produced with its incorporated environmental impact, so letting it expire and throwing it out and buying new food encourages overproduction.



### Personal benefits

• Save money: You save money on food by using what you already have.



### What to do

- Remember to apply FIFO.
- Note upcoming expiration dates on foods you already have at home, and plan meals around the products that are closest to their expiration.









# Plan cooking in detail



## Defrost food and let it cool down



Prepare a detail cooking plan includes cooking methods that suit each type of food such as cooking time, cooking order, the interval between two cooking times, utilizing heat, processing/preparing materials ... If you have a detailed cooking plan, you will know the exact amount of energy you need, the utensils for each food or which food should be cooked first and how to combine to get fresh taste and retain maximum nutritional value.

Before cooking frozen food, it's neccessary to get them out of the freezer and defrost; before putting the newly cooked food in the refrigerator, need to cool it down first. Cooking the frozen food needs more time and cooling newly-cooked food needs more energy.



### Environmental benefits

- If you properly prepare the cooking, you will only use the exact amount of energy you need. Water will not be boiling too long, and gas won't be burning too long.
- · Save water: By defining beforehand how much water you need, you don't waste anything.



- · Healthier: By properly preparing the food you can make sure all nutritients remain in the food while cooking, and no toxins are added during cooking.
- You save on your energy and water bill, and the lifespan of your products will increase.

### What to do

- Read instructions before cooking. Make sure to prepare properly to ensure the best quality of food and avoid toxins from cooking.
- · Apply right cooking methods. Consider timing, order, intervals, and turning off the energy before finishing to utilize remaining heat.
- Use kitchen helpers. Use a scale to measure quantities of food. And use an egg timer so you remember to turn off the gas.



### **Environmental benefits**

· Save energy: cooking frozen food or cooling hot food requires a lot of unnecessary energy.



- Save money: you save money on your energy bill.
- More homogeneous: Food will be more equally frozen, not outside first and then slowly inside too, or the other way around with heating up.



- Defrost before cooking. Thawing can be done in 3 ways: 1) In the fridge (1 day); 2) Put in cold water (1 hour); 3) In the microwave (fast). You can leave food in the fridge or refreeze it if you decide not to eat it. If you've applied the 2nd or 3rd way, you must cook it before you can refreeze it. Don't leave food on the cupboard or in hot water, it increases bacteria-breeding.
- · Let cool down before fridging: If your meal is still hot, let it cool down in an airtight box before putting it in the fridge.









# Use the right kitchen equipment



## Use the lid



The right kitchen equipment can be refrigerator or stove with energy saving mode or inverter, easy to clean; durable, non-reactive with food to create toxic substances. Be careful that the old stove or the old electronic equipment can produce bad gas while cooking and affect your health.

Using lid could maintain the heat during the cooking period and reduce the energy consumption at 20%.



### Environmental benefits

- Save energy: A modern fridge, or a modern cooktop is more energy efficient, so you save energy.
- Save gas: With modern cookware you don't need as much gas as with old cookware, because it heats faster.



### Personal benefits

- Save money: by saving energy and gas you automatically save money.
- Save time: with modern cookware and cooktop you can cook your food quicker.
- Healthier: Old stoves or electronic equipment can emit bad gases while cooking which affect your health.



### What to do

- Buy a modern inverter fridge
- Buy modern cookware. Consider the heat condictivity (higher is better, e.g. copper), durability (e.g. stainless steel), reactivity (no aluminum), maintenance (easier with stainless steel).
- Buy a modern cooktop: Induction and infrared cooktops are easier to clean and more energy-efficient.



### **Environmental benefits**

• Save energy while cooking.



### Personal benefits

- Save money on your energy bill.
- Save cooking time.



### What to do

• Put lids on your saucepans to stop the heat escaping and reduce cooking time.











# \* - \*

# Prioritize using a microwave



# Compost food





fertilizer is also an economic benefit since you no longer have to purchase fertilizer at the garden shop;

gardens fed with compost also require less water and less fertilizers to produce the same amount of

Microwaves ovens waves to heat water molecules inside food. These waves reduce the cooking times and energy consumption, especially in small amounts, such as smaller portions or for defrosting things. Fast and efficient microwave ovens use around 60% less energy than conventional ovens. They also have the added benefit of not heating up your kitchen, so they save money on air conditioning in the hot times of the year.

· Save energy.

**Environmental benefits** 



- Save money.
- Save time and effort.

Personal benefits



 Prioritize using a microwave: Instead of using a stove or an oven, think about using your microwave. It often is more efficient. Better in the microwave are for example fish, sweet potatoe, beets, corn, rice, vegetables, peppers, and many others.



growth as a garden without composted matter in the soil.

- Reduce food waste.
- Reduce soil, water and crop/ plant contamination.



- Save money for not buying fertilizer.
- Your garden's well grown.
- Have clean water and safe fruits and vegetables.



- Build a place in your garden where you can put plants, fruit, vegetables, coffee grounds, tea leaves/bags,crushed egg shells, chicken and cow manure, straw, damp leaves, grass clippings, sawdust, wood shavings, shredded paper/cardboard, vacuum cleaning dust and seaweed.
- Under the sink: If you are really enthousiastic you can build a compost bin for under your sink.
   For instructions, please look at the sources.











# Monitor what you throw away



By knowing what you throw away you can adjust your buying pattern, thus reducing the waste of food, packaging, and others.



### Environmental benefits

- Reduce waste.
- Reduce overproduction: You no longer buy unnecessary, overproduced food which has already been produced with its incorporated environmental impact.



- Save money because of effective shopping.
- Save time: You save time on shopping and on disposing.



- Before throwing things away, be sure that you consider carefully about alternative solutions such as recycle, reuse, ect
- Revise your buying pattern. Based on your disposing pattern you can adjust your buying pattern so that you no longer buy unnecessary food and packaging.

Tick if you do this



Note			

Note	

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# **Energy Efficiency**

- O Limit using high peak electricity
- O Unplug devices
- O Use A/C and fans in first 10 minutes
- O Put A/C at appropriate temperature
- O Use natural light and ventilation
- O Bring green plants in your house
- O Optimize the amount of light bulbs
- O Install energy saving bulbs
- O Fill holes and cracks, especially at windows and doors
- O Maintain big electronic devices
- O Rent or borrow products
- O Buy second hand items
- O Buy the equipment has been certified to save energy
- O Buy solar powered equipment











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### Also in this series



















# Limit using high peak electricity



It is easy to see that devices often do not perform well during peak hours because at that time the amperage is weaker than the norm (you might call low power, light bulbs are often darker than normal). We need more electricity to perform the same task in the time frame: 9:30-11:30 | 14:30-16:30 | 17:30-19:30.



### **Environmental benefits**

Less power generation systems. By using less electricity when it puts the heaviest load on our distribution system, you will help reduce the need for power systems to build and operate new power generation stations, which saves everybody money and helps preserve the environment.



- Reduce electricity costs.
- Extend the lifespan of the equipment.
- Avoid the risk of damage due to fire caused by short circuit or overload.



- Plan to use electricity equipment during peak hours.
  Only use when it is absolutely necessary.
- Set automatic mode for the device not to operate during peak hours.
- When you see lower electricity, turn off all electrical equipment and do something else.



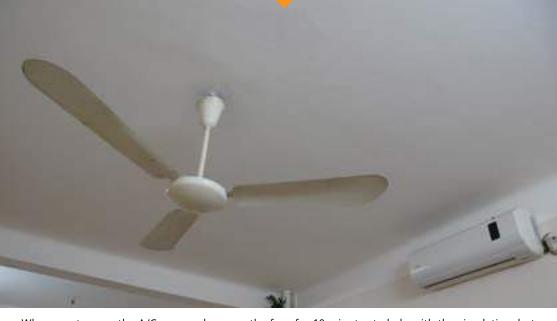


# Unplug devices



# Use A/C and fans in first 10 minutes





Typically, in the standby mode (plugged in but not working) electrical appliances consume about 5W per hour, equivalent to (5/1000) \* 1500 = 7.5 VND per hour. Multiply this number by the number of hours in 1 year and the number of electrical appliances in your house. You will see a remarkable number!

When you turn on the A/C you can leave on the fans for 10 minutes to help with the circulation, but after that you should turn fans off to avoid blowing away the cold air



### Environmental benefits

• Reducing the use of electricity means reducing investment costs for electricity production, the consumption of natural resources and harmful emissions and protect the environment.



### Personal benefits

- Avoid wasting up to 7.5 VND per hour in all of your life.
- Reduce the risk of fire accidents due to short circuit, overload or leakage of electricity



### What to do

- If possible, design the power system which can be switched off automatically when not in use or easily disconnected by hand.
- · Buy the electrical device with circuit breaker which will operate when you do not use the device.



### **Environmental benefits**

• By this way, the air conditioner will operate more efficiently. As a result, saving energy and reducing emissions to the environment.



- You will feel cool faster.
- Extend the lifespan and performance of air conditioner, thereby, saving money



- Turn fan on gently with the air conditioner in the first 10 minutes. Then turn off the fan and enjoy.
- Only use the air conditioner when really necessary, if not, use fans and natural wind













# Put A/C at appropriate temperature



# Use natural light and ventilation



Home air conditioner can consume up to 60% and building conditioner can consume to 50% of electrical bill. For every degree setting below 26°C, you spend up to 8% more in cooling costs.

No air conditioner is better than natural wind, no electric light is better than the sunlight. More importantly, natural light and ventilation are free to use.



### **Environmental benefits**

• Saving energy, reducing CO2 emission. CO2 emissions can be calculated by multiplying carbon intensity (kept constant at 0.88 kg CO2/kWh) by electricity consumption. Reduce the use of resource for electricity production



### Personal benefits

• Electricity consumption for air-conditioning accounts for 60% of the electricity bills you have to pay. So if the reduction is 8%, how much will you save?



### What to do

- The optimum temperature for working is 25 to 26°C in summer. The optimum temperature for sleeping is 27 to 28°C.
- · Turn off the air conditioner before leaving 30 minutes in advance



### **Environmental benefits**

- Reduce the effect of microclimate and facilitate air circulation.
- Avoid moldy or toxic gases in your home environment.



### Personal benefits

- · Save cost of lighting and ventilation.
- Increase health and the body's resistance. Limit the skin and respiratory diseases.
- thermal Overcome the shock.
- Enjoy environmentally friendly lifestyle



### What to do

- If possible, design open living space to catch natural sunlight and ventilation. Avoid intense sun light and poisonous wind.
- Regularly open ventilation to refresh the air.
- Prioritize using lighting solutions with natural light scattering.











# Bring green plants in your house



# Optimize the amount of light bulbs





Fill your space with greenery. When you decorate the interior space with green plants, you're not just planting trees. These plants will interact with your body and spirit and your family in various ways to improve the living quality.

Lighting represents as much as 25% of your home's electrical use. However, most of the household lighting systems today are not really effective and optimized. So let's find a way to satisfy lighting needs as well as to save energy.



### **Environmental benefits**

- Natural air purifier. Houseplants can purify and revitalize air in our homes and offices, protecting us from the negative effects of such common toxins as ammonia, formaldehyde, and benzene.
- Reduce energy use and protect environment.



- Create natural decoration for your living space.
- Give positive feelings, reduce fatigue and stress.
- Some plants can prevent insects, mosquitoes and toxic gas.



### What to do

- Start with shade loving plants which are easy to grow.
- To purify air, use around 1 larger plant in 20 cm diameter pot every 10 m2 or 2 -4 plants in 10 cm pot.



### **Environmental benefits**

• Reduce the usage of electricity means you have indirectly reduced a significant amount of emissions and waste to the environment.



- Reduce electricity costs.
- Ensure the amount of light to reduce the risk of eye disease.



- Seriously follow the rule "Turn off when not in use".
- Use compact light bulbs in areas where the average frequency of lighting is more than 1 hour per day.
- Use LED bulbs for the need of lighting regularly.
- If possible, design the lighting system combining smart control.











# Install energy saving bulbs



# Fill holes and cracks, especially at windows and doors





With the same requirements for light intensity, fluorescent lamps use electric power which is only equal to 1/4 of incandescent bulbs but 2 times of the LED bulbs. Normally, price of the bulbs is inversely related to power consumption and proportional to its longevity. Consider the most suitable bulbs with you needs.

There are a lot of questions like "Why is it not cool in my house as yours even we use the same kind of air conditioner?" or "Why is it not warm in my house as yours even we use the same kind of heating?". It's time to check the insulation of your home room. Pay attention to the ventilation holes, slits of windows and doors.



### **Environmental benefits**

- Reduce the use of natural energy for the production of electricity.
- Reduce the negative impacts caused by chemicals, heavy metals used in production.



### Personal benefits

- Spend more for initial investment cost but significantly reduce running cost.
- The new LED bulbs are designed to suit any needs.



needs.

### • Replace incandescent bulbs with fluorescent bulbs or replacing fluorescent bulbs with LED bulbs, depending on the condition and your



### **Environmental benefits**

• Save energy. The structure increases thermal insulation. It can save power for the operation of AC and the lighting system.



- Save energy cost
- Increase the durability of the equipment because of stable operation.
- · Avoid the entry of toxic gases, dust, or mice, bugs, ...



- Use well insulated, airtight and soundproof doors.
- Regularly inspect and repair the doors, vents, and slits if any.











# Maintain big electronic devices



# Rent or borrow products





Tap on the TV screen, unplug then reconnect, turn it off then turn it back on ... we often do so when we have problems with the household devices. But it means that you have not maintained your devices or you do it in the wrong way. Ask a technician to give you a "maintenance schedule" for each of your devices.

Sometimes you buy a product but rarely use it. Therefore, consider renting or borrowing some products from you friends if you are not sure that you will regularly use them.



### **Environmental benefits**

- Save energy. Keeping devices at good condition will help increase the energy efficiency of the device.
- · Save natural resources.
- Maintaining the devices will increase the lifespan so reduce the production need of new devices.



### Personal benefits

- Maintenance cost will be less than the cost of repairing or replacing equipment. So you can save money.
- Feel comfortable when the devices work as you want.



### What to do

- · Maintain devices in good condition by regularly cleaning and operating properly.
- Regularly maintain devices in accordance with manufacturer's instructions.
- · Save contacts of some local service providers who offer services of maintenance and repair of household equipment.



### **Environmental benefits**

- Optimize resources used to make the products.
- Reduce pollution caused by production and disposing.



- Save initial investment cost.
- Create and maintain close relationship with your friends, neighbors and colleagues.



- If you are not sure whether you are really going to use a product often, you'd better first rent or borrow it to see if you like it.
- · Before you decide to purchase an item, ask your friends, neighbors and colleagues first. Maybe you can borrow needed items from them.













# Buy second hand items



# Buy the equipment has been certified to save energy



If you do not have any special requirement for functionality or aesthetic of the products, you should think about buying secondhand items at secondhand stores or from your friends and acquaintances. In many cases, the old equipment is preferred because it has better durability or it fits your lifestyle better.

When you buy a new appliances to replace old ones, prioritize energy efficient appliances. Even though energy efficient appliances may be more expensive, they will be worth their money through energy savings.



### **Environmental benefits**

- Reduce hazardous waste related to electronics and chemicals.
- Optimize resources used to manufacture the items.



- Save money.
- Have a lifestyle with unique taste.
- Easier to use for the majority.



### What to do

- Consider buying used items as an option when shopping.
- · Learn about the items and your needs before you decide to buy.



### **Environmental benefits**

- Reduce consumption of natural resources to produce electricity and energy.
- Reduce greenhouse gas emissions and the negative impacts on the environment in the process of converting energy from one form to another.



- Reduce energy costs for you and your family.
- Spend less money while still using all features of the appliances.



- Prioritize usage of energy efficient appliances certified by competent authorities (label 5 stars EE).
- Bear in mind that you can save even more by turning a device off altogether when you are not using it.











# Buy solar powered equipment



Vietnam is considered a nation with high solar potential. Solar energy intensity on the average is 5 kWh/m2. Solar energy in Vietnam is available all year round, is rather stable and distributed widely over different eco-geographical areas. Solar energy, especially in the southern and central regions can be used on average 300 days per year. It can be exploited to meet the two main demands: thermal and electrical power.



### **Environmental benefits**

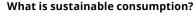
- No noise
- Emit no carbon dioxide
- No greenhouse gasses



- Save energy cost every month.
- Safer and not affected by overloading during peak hours.



- Buy solar powered equipment.
- You can buy solar hot water, air conditioning, chargers, cookers, dryers, fans, keyboards, lamps and calculator.
- Install solar panels to converted into electricity used for other devices.



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# On the Road Again

- O Turn off your engine while idling
- O Maintain your motorbike
- O Buy a durable helmet
- O Drive sustainably
- O Avoid traffic jams
- O Share your motorbike
- O Buy a sustainable motorbike
- O Use public transportation
- O Use a bicycle
- O Use a car
- O Sell old/disposal means of transportation











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#### Also in this series

















## Turn off your engine while idling



Even when you are standing still your motorbike will emit gas as long as your engine is running. 2 minutes standing still may use up the same amount as 1,0 km. Restarting actually has little impact on your battery and starter motor so you don't have to worry about that.



Reduce gas emissions.



- Save money. You save money on fuel by not using gas while standing still.
- Healthier. You are closest to your own motorbike so also to those emissions. Reducing those emissions makes your environment healthier.



- Turn off your engine at traffic lights. When you have to wait for more than 15-20 seconds, turn off your engine.
- Turn off your engine when waiting. Whenever you are waiting for someone or stuck in traffic turn off your engine.







## Maintain your motorbike



## Buy a durable helmet





An ill-maintained motorbike releases more gas emissions since the bike may no longer run efficiently. Have all main components checked up on at least twice a year to ensure everything is working properly. Replace parts in time before other parts also get damaged and ensure energy efficiency.

A durable helmet may seem more expensive but because you won't have to replace your helmet, you win all the investments back. The outer shell and liner operate by spreading the energy of an impact to reduce the amount of energy transmitted to the wearer's brain. Note that the production of helmet also needs lots of natural resources.



### Environmental benefits

- Reduce air pollution.
- Save natural resources used to produce motorbike parts.



- Drive safer.
- Save money for repairing and replacing.



- · Check-up every 3-6 months. Maintain tire pressure.
- · Replace parts when they get problems.
- With most motorcycles, a general guideline to start with is: -2 atmosphere for the front; - 2.5 atmosphere for the rear.
- Change oil regularly. Have the oil changed after 1500 -2000 km.



### **Environmental benefits**

• Save natural resources used to produce low quality helmet.



#### Personal benefits

- Save money. The more durable the helmet, the fewer you need to buy.
- · Safer. A more durable helmet protects you or your kids better.
- More comfortable. When you invest in durability you might as well consider a helmet that fits you well.



• When buying a new helmet, consider all four elements: hard outer shell, impact-absorbing liner, retaining system and comfort padding. \*Check the shape of the helmet before buying and assure yourself it covers all important parts.









## Drive sustainably



## Avoid traffic jams



While speeding up you use more fuel then while driving at the same speed. The faster you drive, the more gas you use per kilometer.

During peak hours, vehicles on the road increase the density of emissions. Avoiding rush-hour traffic, you help to reduce the density of emissions in our environment and avoid exposure to a concentrated flow of emissions. It also allows you to keep moving. Despite the longer distance it may get you to the destination faster and more comfortable since you don't have to stop and go.



## Environmental benefits

• Reduce gas emissions.



- Save money. Driving sustainably is more efficient and thus you save money on fuel.
- Safer for drivers and other people.



- Keep speed consistent.
- Don't speed on the freeway.
- Accelerate brake and smoothly.



### Environmental benefits

• Reduce the density of emissions.



- Save money for fuel by not having to constantly accelerate or cool booting.
- Save time for moving.
- Reduce the risk of exposure to toxic gases causing serious diseases of the respiratory system.



- Don't go out during rush hour
- Make a personal traffic map
- Use the VOV traffic channel. Traffic updates are available on 91Mhz. Listen to traffic reports while driving.









## Share your motorbike



## Buy a sustainable motorbike





Whether you sit with one or two people on one bike does not make much of a difference in gas usage. So that with the same route, you should share your motorbike with someone else.

Under the pressure of systems of quality standards and pollution control, motorbikes have became safer, more fuel efficient and make less negative impact on the environment thanks to the development of science and technology.



### Environmental benefits

- Reduce gas emissions.
- Save natural resources.



- Save money.
- It's more fun to be on a bike together.
- Do not lose track of each other while moving.



- If possible, share your motorbike with coworkers when going to work.
- Share your motorbike with your family members.
- Should incorporate movement of family members.



### Environmental benefits

- Reduce air pollution.
- Save natural resources.
- Use environmentally friendly materials.



- Protect the health and safely
- Save cost for operation and maintenance.
- Easy to use.



- Buy a sustainable bike with replaceable parts.
- Buy a sustainable bike with new technology.
- Buy a sustainable bike from sustainable brands.













## Use public transportation



## Use a bicycle





Transport systems have significant impacts on the environment, accounting for around 20% - 25% of world energy consumption and CO2 emissions. Greenhouse gas emissions from transport are increasing at a faster rate than any other energy using sector.

are forced to move across traffic jams.

If possible, use electric bicycle when you often move in a small area such as urban or industrial zone.



## Environmental benefits

- · Less emission.
- · Less dust.
- Reduce consumption of non-renewable energy sources.
- Reduce consumption of natural resources.



### Personal benefits

- Save money for traveling.
- Safer.
- Protect your Health.
- More free time on the move.



## What to do

- Use the bus. When in the city or when going on weekend trips look at available buses.
- Use the train. When going far away look at trains instead of flying.



### Environmental benefits

- Reduce air pollution.
- Reduce vehicles on the road and traffic jams.
- Reduce usage of fossil fuels.



- Save money of traveling.
- Reduce risk of traffic accidents.
- Avoid traffic jams.
- Reduce tense while traveling.



- Buy a high quality bicycle.
- Buy a high quality electric bicycle.
- Regularly use bicycle for suitable route.











## Use a car

## Sell old/disposal means of transportation



When you need to move with a group in quite long distance, you should share a car or a taxi. If possible, use the bus services.

"Waste is the resource not in right place.", so do not throw away your old car. Try to sell it to people who need at a reasonable price. You can save some money to buy a new car.

Your old items may be valuable ones for other people.



## Environmental benefits

- Reduce air pollution because car has better pollution control standards than motorbike.
- Reduce usage of fossil fuels.



### Personal benefits

- More comfortable when moving.
- Safer for health.
- Save travel costs



## What to do

- Buy a car for family use.
- Hire a taxi when traveling for long distance.
- If possible, share cars with colleagues.



## Environmental benefits

- Reduce waste.
- Optimize resources used to manufacture vehicle.



- · Get back some of initial investment.
- Become a talented investor and environmental protector.



- Reuse old parts for other purpose.
- Sell old parts at the mechan-
- Sell or give old means of transport to people in need.









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## 3R at the Office

- O Use stairs instead of the elevator
- O Use your own cup for coffee/tea
- O Give priority in buying local stationary
- O Buy stationary in large quantities
- O Buy lightweight recycled paper
- O Buy refillable or recyclable office stationary
- O Reduce paper waste
- O Save paper tissue
- O Stick signs to remind people to save electricity
- O Use public recycling bins
- O Collect and share recyclable office supplies
- O Reuse office stationary
- O Monitor what you throw away











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## Use stairs instead of the elevator



In office buildings or schools, lifts are used to support the move. However, in many cases, the waiting time for the lift takes longer than using the stairs.



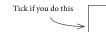
 Saving energy for the elevator operation and other equipment going with it.



- · Doing exercises.
- Safer. Lifts is safe but still inferior to the stairs.
- Save time for moving, particularly during peak hours is sunk.



 Consider to use stairs instead of the elevator if possible, especially when you go alone.



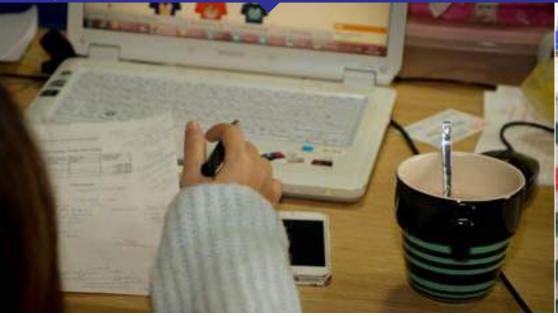




## Use your own cup for coffee/tea



## Give priority in buying local stationary





Annually 500 billion disposable cups are manufactured around the world; about 75 disposable cups for every single person. Half of them is for single use. Each disposable cup contains 5% of the raw materials involved in the production process. All cups placed end to end could circumnavigate the earth 1,360 times.

One day, you put print command but printer toner is over. Or when you need to write down an important message but the pen is over ink, ... Then you usually have to wait long to get the things you want? What is the reason? Advice is to buy from suppliers in nearest you.



#### **Environmental benefits**

• Reduce the number of cups need washing or disposable cups that will be the huge waste in environment.



- More efficient. People will look out for their own cup, reducing the amount of cups lingering around in the office.
- Personal. There is a chance for creativity to make your cup really your own through drawings. Also it will belong to your desk since it is really yours.



- · Launch a movement to use individual cup, or create for yourself an impressive cup.
- Use your own cup. Always use the same cup which you just rinse once a day.



#### **Environmental benefits**

• Reduce gas emissions, less transportation, congestion, sprawl, and pollution.



- Save money. No need to pay for far transportation.
- Save time. No need to travel far.
- Have connect with local suppliers.
- Support for local supplier when needed.
- Local stationery is easier to use because there is no culture differences.



- · Contact and have a discussion with the local suppliers on appreciate services
- Look in your neighbourhood for suppliers before contacting big international organizations













## Buy stationary in large quantities



## Buy lightweight recycled paper





Stationery is essential in our offices, it helps work being carried out as planned. When stationery is always at your hand, everything would go smoothly. When you have to look for needed items or the needed one is not available, your work will be delayed.

Lightweight recycled paper is made of at least 30% recycled paper. It weighs 70gr/m2  $\,$ 



### **Environmental benefits**

 When you buy something in bulk, you need less packaging. Also reduction in transportation.



- Buying in bulk is usually cheaper. Also you can arrange special deals because you buy a lot from the supplier.
- Needed stationery is always at your hand on your demand.



- Make a plan of using stationery and order stationery in large quantities.
- More importantly, you should use your stationery smartly.



### **Environmental benefits**

- Pulp mills contribute to air, water and land pollution. Discarded paper accounts for about 35% by weight of municipal solid waste. Even recycling pollutes due to the sludge produced during deinking
- Worldwide, the pulp and paper industry is the 5th largest consumer of energy, accounting for 4%of all the world's energy use. The pulp and paper industry uses more water to produce a ton of product than any other industry.



#### Personal benefits

- Save money. Recycled paper is lighter and cheaper.
- Good personal image as a change agent for more sustainable life.



- Give priority in buying recycled paper that weighs 70gr/m2
- Use lightweight nonbleached paper for normal prints such as text, draft, ...

Tick if you do this









## Buy refillable or recyclable office stationary



## Reduce paper waste



Most of office stationery are recyclable. However, it also requires energy and raw material consumption. Consider when using and don't waste even a pencil or a piece of memo paper





Personal benefits

- Better quality.
- Avoid exposure to toxic agents from the stationery with poor quality.

• Use recycled paper without bleach

- Invest in a better refillable pen, such as fountain pens
- Use pencil for common writ-
- Always print on 2 sides of the paper.
- · Do not print if it's not necessary.



1 Do you really need to print?

2 Is your document the final one to print?

- Reduce the amount of discarded paper means reduce solid waste by 35%. This also means reducing emissions of toxic chemicals and gases from the disposal and recycling paper.
- Protect forests.



One of the main reasons leading to the waste of paper that we do not check the printouts carefully

• Saving money.

before printing. Please answer the following two questions before you print:

• Neater for your living space.



- Think before you print. If it is not essential to print, use electronic communication. If you do print preview before you do.
- Printer two-sided. Set the printer standard on two-sided or reuse one-sided paper.
- Create an old paper box. Create a box or place for used padded envelopes and encourage reuse. Create 'Green Books'. Collect paper that has been used on one side only and bind into booklet to be reused.







space.

**Environmental benefits** 

• A ton of paper made from

100% percent recycled pa-

per, as compared to virgin

paper, saves the equivalent

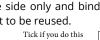
of 4,100 kilowatt-hours of en-

ergy, 7,000 gallons of water,

60 pounds of air emissions,

and 3 cubic yards of landfill







## Save paper tissue



## Stick signs to remind people to save electricity





Which is more environmentally friendly? Towel or tissue?

Not always we remember that we need to save energy, especially when it has not become a habit. So that, we need to have some nice pieces of paper to remind us of electricity saving



- Save wood and protect for-
- Reduce air and water pollution from the production.
- Reduce the release of gases causing global warming.
- Reduce transportation of shipping paper and pulp.



- Save money. Cloth tissues can be washed, but paper tissues need to be bought again and again using up a constant stream of money.
- Reduce shopping if you use cloth tissues instead of paper tissues



 Save paper tissue in the office by replacing them with cloth tissues to clean.



**Environmental benefits** 

· Save energy. Turn off the computer when not in use instead of standby mode since it consumes 3 - 20W / h depending on capacity of each computer.



- Save money.
- Protect your device.
- Avoid the possibility of being fined for violating the rules of the organization.
- Avoids fire accidents due to electrical overload.



- Guide staff on how to save electricity.
- Create nice sticker with a clear message to paste in eye-catching places.
- Keep the stickers about energy savings carefully
- Send an e-mail to staffs before holidays and breaks containing an energy saving checklist.











## Use public recycling bins



## Collect and share recyclable office supplies



Create a visible location where all equipment that is no longer being used can be displayed to all staff,

Remove individual waste bins at people's desks and replace with colour coded recycling bins in your office or on every floor. You will find everything becoming more clean and tidy. Your colleagues will follow you, then all work together to create a better workplace.

so they can take whatever they need.



#### **Environmental benefits**

- Less waste. There is a psychological effect when public bins are used instead of individual bins, because they are placed further away and social control will reduce the amount of waste produced.
- Easier to recycle because the bins are all in one place, it is easier to set up recycling processes.



### Personal benefits

- Tidier environment. When you remove your individual waste bins at your working desk, you will see everything gets cleaner and tidier. Your colleagues find out how tidy you are and they will follow you. In the end all people work together and create a better view at the office in general.
- Healthier. Arranging everything tidy at your working desk will help you breathe easier and give you mental peace.



### What to do

- Remove individual waste bins
- Use 3 separate waste bins (inorganic recyclable waste, non-recyclable inorganic waste, organic waste), put a tightly covered container to collect leftovers for composting.
- Create a visible area which store items that can be used again
- Dangerous waste should be controlled by the process.



#### **Environmental benefits**

- · Less waste buried in the ground.
- Reduce over- production to protect natural resources.



#### Personal benefits

- You have chance to give and receive free furniture from your colleagues.
- Create better sharing with friends and colleagues.



- Put things you don't need in sharing area.
- Try searching and asking to borrow before you decide to buy something.

Tick if you do this



Tick if you do this



## Reuse office stationary



## Monitor what you throw away



Recycling is about more than separating your waste into a few different bins and waiting for somebody to take it away. Although this is helpful to be sure, it requires a lot of natural resources. So that, effectively reuse office stationery before recycling them.



By knowing what you throw away you can adjust your buying pattern, thus reducing the waste of food, packaging, and others.



### Environmental benefits

- Reduce production to optimize use of natural resourc-
- Reduce waste and emissions.



### Personal benefits

• Reduce costs of buying office stationery.



- Manage and economically use office stationery
- Re-use to extend the life cycle of office stationery.



### **Environmental benefits**

- · Reduce waste.
- Reduce overproduction: You no longer buy unnecessary, overproduced food which has already been produced with its incorporated environmental impact.



- · Save money because of effective shopping.
- Save time: You save time on shopping and on disposing.



- Before throwing things away, be sure that you consider carefully about alternative solutions such as recycle, reuse, ect
- Revise your buying pattern. Based on your disposing pattern you can adjust your buying pattern so that you no longer buy unnecessary food and packaging.









Note	

### What is sustainable consumption?

Within the scope of Get Green Vietnam sustainable consumption is considered to be the action of buying, using or disposing that follows after a decision-making process of a consumer taking his/her social and environmental responsibility by minimizing impacts on the environment in accordance with personal needs and desires to ensure the same quality of life while performing the daily rituals living, eating and working.

### **Project goal Get Green Vietnam**

Under pressure of shortage raw materials in the world, creating sustainable products is a new trend for global and Vietnamese manufacturers in order to protect our earth and maintain the sources in the world. In order to support sustainable production, the pushing in the demand should be activated at the same time. The GetGreen Vietnam project wants to increase the level of sustainable consumption in Vietnam.

#### More information

For more information, visit www.getgreen.vn

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## Towards a Green Office

- O Reuse leftovers
- O Use natural light and ventilation
- O Perform two modes of light
- O Use A/C and fans in first 10 minutes
- O Use energy saving modes
- O Maintain big electronic devices
- O Buy furniture made from environmental friendly materials
- O Buy certified furniture
- O Lease electronics
- O Buy certified electronics
- O Hold internal competitions for zero wasterác











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This booklet is offered to you by the GetGreen Vietnam project. It contains tips on how to consume sustainably. The booklet is part of a series targeting different daily rituals such as living, working, eating and moving and the consumption stages buying, using and disposing.

For a general introduction on sustainable consumption, please check the General Waste booklet. It explains why the mentioned reasons are harmful to the environment and, in the end, to our own surroundings.

#### Also in this series

















## Reuse leftovers



30% of the food bought by a Vietnamese family has been thrown away due to issue of expired and unused products. Think carefully before throwing away the food that actually can save many lives.



### Environmental benefits

- Reduce waste.
- Reduce overproduction.
- Protect our environment.
  Prevent water, land and air pollution caused by food waste decomposition.



- Save money.
- Socialize by sharing foods.
- Enjoy a good meal twice.



- Wash your hands before processing leftovers
- Use small containers with cover;
- Throw questionable food out;
- Remove stuffing from poultry;
- Don't keep for more than 4 days.





## Use natural light and ventilation



## Perform two modes of light



No air conditioner is better than natural wind, no electric light is better than the sunlight. More importantly, natural light and ventilation are free to use.

Perform two modes of light in a room: the living light and working light. Use wall neon tube for daily life and compact desk lamp for every staff. Installing the appropriate ratio between white and yellow neon (optimal is 3:1) to create the best lighting for the eyes.



### Environmental benefits

- · Reduce the effect of microclimate and facilitate air circulation.
- Avoid moldy or toxic gases in your home environment.



- Save cost of lighting and ventilation.
- Increase health and the body's resistance. Limit the skin and respiratory diseases.
- Overcome the thermal shock.
- Enjoy environmentally friendly lifestyle



- If possible, design open living space to catch natural sunlight and ventilation. Avoid intense sun light and poisonous wind.
- Regularly open ventilation to refresh the air.
- · Prioritize using lighting solutions with natural light scattering.



### **Environmental benefits**

• Save energy.



- Good for visual health.
- Save money.



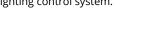
- Calculate and design appropriate lighting system for the entire workspace.
- If possible, use automatic lighting control system.











## Use A/C and fans in first 10 minutes



## Use energy saving modes



When you turn on the A/C you can leave on the fans for 10 minutes to help with the circulation, but after that you should turn fans off to avoid blowing away the cold air.

The modern office equipment are integrated functions helping to save energy and protect the environment. Give priority to buy and use the equipment with these features.



### **Environmental benefits**

• By this way, the air conditioner will operate more efficiently. As a result, saving energy and reducing emissions to the environment.



### Personal benefits

- You will feel cool faster.
- Extend the lifespan and performance of air conditioner, thereby, saving money.



### What to do

- Turn fan on gently with the air conditioner in the first 10 minutes. Then turn off the fan and enjoy.
- Only use the air conditioner when really necessary, if not, use fans and natural wind.



### **Environmental benefits**

- Giảm khí thải độc hại.
- Tối ưu hoá sử dụng năng lượng và tài nguyên.
- Reduce harmful emissions.
- · Optimize the use of energy and resources.



#### Personal benefits

 You save money on your energy bill. Also the energy saving modes increase the lifespan of your electronics, which saves you money on having to buy new applianc-



- Adjust the screen brightness and lighting to the appropriate mode.
- Turn off and unplug all appliances before leaving.
- Priority to print with setting of ink and paper saving.









## Maintain big electronic devices



# Buy furniture made from environmental friendly materials





Tap on the TV screen, unplug then reconnect, turn it off then turn it back on ... we often do so when we have problems with the household devices. But it means that you have not maintained your devices or you do it in the wrong way. Ask a technician to give you a "maintenance schedule" for each of your devices.

Buy things which are all or some parts made from friendly environment material (Bamboo; Sedge mat; Rattan table/chair; Cement based brick).



#### **Environmental benefits**

- Save energy. Keeping devices at good condition will help increase the energy efficiency of the device.
- Save natural resources.
- Maintaining the devices will increase the lifespan so reduce the production need of new devices.



- Maintenance cost will be less than the cost of repairing or replacing equipment. So you can save money.
- Feel comfortable when the devices work as you want.



- Maintain devices in good condition by regularly cleaning and operating properly.
- Regularly maintain devices in accordance with manufacturer's instructions.
- Save contacts of some local service providers who offer services of maintenance and repair of household equipment.



### **Environmental benefits**

- Reduce carbon footprint because the material production process makes less pollution and energy.
- Save natural resources and non-renewable energy.



### It's healthier and safer for users.



- Buy products from environmentally friendly materials.
- Limit the use of synthetic industrial products that need much of resource for the manufacturing process.









## Buy certified furniture

## Lease electronics



Give priority in buying products having eco-label (organic label, FSC label, domestic origin, saving resource, social responsibility...)

In an uncertain economy, leasing office equipment is becoming more and more of a smart business move for money saver. This is even truer for those small-business owners.



## Environmental benefits

- Reduce use of natural resources and energy.
- Reduce emissions and environmental pollution.



- Save money.
- Good for your health.



• Buy and use certified products.



### **Environmental benefits**

• Save natural resources and energy in production by optimizing equipment performance and features.



### Personal benefits

- Save money. One way to keep cash in your business is to lease equipment such as copiers, computers, software and scanners. You also won't have to worry about costs for disposing.
- More cutting-edge. Technology is constantly changing, and keeping up with change can be very financially draining. There are even some leases available that upgrade the equipment yearly.



• If you are not sure whether you will use certain electronics for a long time, lease them.

Tick if you do this







## Buy certified electronics



## Hold internal competitions for zero waste





If we must purchase new (or used) appliances and equipment (printers, copiers, microwaves, etc.), we only purchase Energy Star or EPEAT certified models.

It's one of the latest, and ultimate, environmental concepts. Reduction goals can change again and again, but there's nothing below zero (unless you consider the growing trend of companies and products being carbon-negative or climate-positive). But let's get to zero first with the question:

The Zero Waste Office: Is it Possible?

### Environmental benefits

- Reduce the negative impact of the equipment on environment.
- Save energy and natural resources.



- Save money for operating.
- Improve the quality of life.
- Be more comfortable to use.



- · Check carefully the technical characteristics of the equipment before buying.
- Give priority in buying certified appliances or manufactured by certified companies (EE, ISO, FSC, ...).



### **Environmental benefits**

• Minimize or no waste from your office to protect natural resources and improve the environment.



#### Personal benefits

- More awareness. For a competition people are usually more interested to learn more, so they have to become more aware of sustainability which may also reflect on their behaviour in other areas.
- More involvement. All colleagues are involved in the competition and can come up with own ideas and initiatives which makes it a collaborative goal.



• Organize the competition to measure and assess the effects of individual on environment.









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