



**GREEN OFFICE
CERTIFICATION**

Resource Guide

UW-Milwaukee's Guide to Greening Your Office



— OFFICE OF —
SUSTAINABILITY

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UWM Green Office Certification

The UWM Green Office certification recognizes and tracks departments on campus that put forth the extra effort to have greener operations and lower their carbon footprint. The program identifies a set of conditions and actions – some optional and some required – that departments can take to obtain the green certification. Departments need to document all of the required pre-requisite criteria and specified number of the total optional criteria. Certification is good for 3 years; criteria and other requirements may change over time. It is essential as changes take place, that all of the department is informed of the policy and practice adjustments. The Green Office Certification is a great format for team building and showcasing leadership.

Becoming a Green Office is easy– this Resource Guide contains the basic information you will need to get started. The certification process is designed to provide resources, guidance, and recognition to faculty and staff as they take steps to decrease their environmental impacts at work. The points and pre-requisites included in this Resource Guide focus on relatively easy tasks and programs that any department can complete and implement. Departments also have the option to document innovation points. These actions are not included in the standard checklist, which can showcase the departments’ unique environmental footprint or social & community engagement, allowing greater flexibility for department-specific initiatives.

Green Office Certification Process:

Step 1: Designate a department green team. Hold a green team meeting to determine which points you intend to implement.

Step 2: Document and account for all department employees (and their offices), square footage, and computers of the department.

Step 3: Use this Resource Guide to determine the requirements for each point and the necessary documentation; you may also want to consult with the Office of Sustainability: knelson6@uwm.edu

Step 4: Implement the new initiatives and tally up your points on the Green Office Checklist. Note: Points will only be certified for initiatives that have been actively implemented in the last year.

Step 5: Complete the checklist and submit to the Office of Sustainability: knelson6@uwm.edu. Schedule a walk-through with the Office of Sustainability for certain credit documentation. Electronically document credits as described within this resource guide and include with the application (even inserted into checklist). Photos are especially welcome. (The timeline for completing the Green Office Certification should be determined by the certifying office based on their needs and level of certification they wish to obtain.)

Step 6: An audit of the checklist materials and a review meeting will be scheduled.

Step 7: Provide any additional information or make modifications as requested by the audit and review team.

Step 8: Certification confirmed – post your new certificate and celebrate! The Office of Sustainability will assist with campus recognition.

Point-by-Point Descriptions and Information

Pre-requisites

1. **Department has a Green Team with representatives from multiple areas of the department. Green Teams should meet at least quarterly.**

Description: Green Teams are an integral part of the process for identifying new initiatives and ensuring their adoption. There is no set size for a Green Team, but ideally they should be representative of the department, should be enthusiastic and empowered to propose new ideas and make changes, and should meet to discuss initial goals and maintain how the office is staying on track.

Resources: Contact the Office of Sustainability: knelson6@uwm.edu for any needed assistance in establishing a Green Team.

Documentation: Departments should submit a record of meetings of the Green Team. These records could be meeting minutes.

2. **Department has all members of the Green Team complete Sustainability training module provided by the Office of Sustainability.**

Description: The Office of Sustainability training module offers a comprehensive outline of all sustainable features and initiatives at UWM. By taking the training, the green team members will be prepared to lead their department in campus sustainability programs and purposes.

Resources: Departments should complete sustainability module through an Office of Sustainability training session. Allow at least 2 hours for this training. A recorded session is available for those who cannot attend.

Documentation: Departments should submit post-training survey results for all Green Team members that complete the training.

3. **Department uses 100% recycled content copy paper in all shared leased copy/printers.**

Description: Use of recycled content paper reduces the amount of virgin wood in paper and the energy required to produce it.

Resources: A consultation with UWM Print and Copy Services should help you determine accessing 100% recycled content paper.

Documentation: Departments should include information on their most recent copy paper purchases.

4. Department has an equal amount of recycling containers as trash containers (1:1 ratio).

Description: Recycling is very common on campus and easily implemented, but the amount of these materials actually recycled is dependent on having well-marked and convenient bins. Departments should have no-sort recycling bins in just as many places as where trash would also be thrown away

Resources: Recycling bins are supplied by Custodial Services. Proper labeling provided as well.

Documentation: Departments will be checked by walk through audit.

No-Sort Recycling combines paper products as well as bottles, cans, and all # plastics

What kinds of paper can you recycle in your department?

Newspaper, cardboard, office paper (all colors), magazines, envelopes, books, file folders, notebooks. Small amounts of glue, tape, staples, and metal are ok. There is also a service for confidential paper shredding. Paper is collected in secured containers, and then taken off site for shredding and recycling.

Contact Buildings & Grounds for more information on confidential shredding: 414.229.5096

What kinds of containers can you recycle in your department?

Glass bottles and jars (clear, brown, & green glass), aluminum and steel metal cans, all 1-7# plastic containers, and empty aerosol cans.

5. Department recycles all toner/printer cartridges, either through product mailing or through the University Safety & Assurances program.

Description: Recycling toner/printer cartridges saves resources and limits more materials going into landfills. The intent is to recycle all these materials safely.

Resources: Visit <http://www4.uwm.edu/usa/ep/disposalguide.cfm> for directions on how to recycle your cartridges.

Documentation: Departments should provide information on how they are collecting cartridges for recycling and also how they ensure that department members are made aware of the program. A department wide email or promotion is a good example of this documentation.

6. Department partakes in the IT Power Management option offered through the UWM Energy Matters conservation initiative on at least 90% of department's PC and Mac computers.

Description: The IT Power Management program has been a part of UWM's energy efficiency projects. Centralized power settings (through SCCM or other software) can be installed throughout the department which powers down computers and monitors during idle time. The Power Management's goal is to change UWM's energy consumption habits and as a result save money, increase efficiency and reduce UWM's carbon footprint.

Resources: IT Power Management software can be enabled by working with UITs's (or other IT department's) SCCM settings or other software, such as Verdiem.

Policy of PC Power Management should meet this minimum requirement:

Workstations Day Scheme*

	<u>If plugged in</u>	<u>If on battery</u>
Turn off monitor	after 20 minutes	After 15 minutes
Turn off Hard drive	Never	Never
System standby	Never	After 30 minutes
System Hibernates	Never	Never

Workstations Evening Scheme

	<u>If plugged in</u>	<u>If on battery</u>
Turn off monitor	After 15 minutes	After 10 minutes
Turn off Hard drive	Never	Never
System standby	After 30 minutes	After 15 minutes
System Hibernates	Never	Never

*Day Scheme is scheduled to start at 7AM and evening at 4PM.

Documentation: Departments should provide a list of how many computers are using IT Power Management programs/settings in relation to the total # computers and what the policy settings are.

Energy

1. **Department Green Team regularly views the Energy Dashboard available in their building, and reports the monthly findings to everyone in their department.**

Description: The web-based Building Dashboard tracks and displays specific buildings' energy consumption in real time, every 15 minutes.

Resources: Buildings can be viewed at www.buildingdashboard.net/uwm/. Some buildings are not listed yet on the dashboard, but many are.

Documentation: Departments should provide documentation of reporting monthly findings to their department. An email or memo is appropriate.

2. **Department has conducted an appliance audit, eliminated at least 20% of personal refrigerators and/or other appliances (if they existed in the first place), and utilizes break room appliances solely.**

Description: Eliminating personal refrigerators and switching to a communal department refrigerator saves energy. A personal refrigerator offers only about a tenth of the storage space but uses almost 72 percent of the energy a full-size model consumes. Departments will fill out the *Appliance Form* on the Green Office checklist to determine how many appliances they have. Departments will then perform an appliance audit and eliminate at least 20% personal refrigerators and appliances that are not needed from employee individual offices.

Resources: Recycle used appliances through Surplus by filling out the Surplus Declaration Form and sending it to surplusproperty@uwm.edu. More information can be found at: <http://www4.uwm.edu/pps/Sustainability/CampusInit/surplus.cfm>

Documentation: Departments should utilize the *Appliance Form* on the Green Office checklist to provide the number, approximate age, and location of appliances before and after the appliance audit. If recycling or donating refrigerators to Surplus, the department should provide a copy of the Surplus Declaration form.

3. Department utilizes power strips in all offices and break rooms for electronic equipment and appliances, and informs all staff how to effectively use them.

Description: Many appliances in break rooms and conference rooms have idle currents. This means that the appliances are drawing electricity even when they appear to be off. Appliances such as microwaves and coffee makers have idle currents to power the digital clocks that are still on when the appliance isn't running. Other indicators of idle currents can be LED lights that remain on when the appliance is "off." While the idle current of each individual appliance doesn't amount to much, all together this wasted energy accounts for 5-7% of our nation's total energy consumption. To eliminate idle currents, departments should unplug appliances or attach them to a power strip and turn the power strip switch off when the appliances are not in use.

Resources: Power strips can be purchased by selecting the appropriate vendor through Purchasing. Use the following list of appliances with idle currents compiled by Lawrence Berkeley National Lab to see how much idle current different types of appliances waste: <http://standby.lbl.gov/summary-chart.html>

Documentation: Departments must also ensure that appliances are unplugged or power strips are utilized by placing reminder fliers or stickers in break and conference rooms, which can be documented with photos or the document file. Departments could alternatively designate one or a few office members to unplug appliances and turn off power strips at the end of each work day.

4. Department has replaced incandescent lamps with Compact Fluorescent Lamps (CFLs) or LEDs in all available desk lighting fixtures.

Description: Replacing inefficient incandescent light bulbs with CFLs or LEDs is a quick and easy one-time switch that can save a substantial amount of energy. A CFL uses 75% less energy than an incandescent bulb, and lasts up to 10 times longer. For example, if a department switches fifteen 60W traditional incandescent bulbs with fifteen 60W-equivalent CFLs, the department would save an annual 756 kWh = 396 lbs CO2 avoided = \$75 in energy savings each year (assuming CFLs are used 4 hours a day for 300 days per year). Please note that CFLs contain trace amounts of mercury and must be recycled properly at the end of their lifetime. See "Resources" below for recycling information.

Resources: CFL and LED bulbs can be purchased by selecting the appropriate vendor through Purchasing. Visit <http://www4.uwm.edu/usa/ep/disposalguide.cfm> for directions on how to recycle your CFLs.

Documentation: Departments should provide a list of the number and locations of CFLs in use in the department. If desk lamps are not popularly utilized, this credit is not applicable.

5. Department enforces policy on closing fume hoods when not in use, as applicable.

Description: Fume hoods should always be closed when not in use in order to maintain a safe environment and save energy. Shutting the sash in the fume hood amounts to a 40% savings in energy usage, compared to leaving it open.

Resources: Refer to

http://www4.uwm.edu/usa/safety/laboratory_safety/fumehoods.cfm for detailed instructions regarding fume hood policy.

Documentation: Department should provide photo documentation of Shut the Sash stickers placed next to all fume hoods, as well as documentation of one mass department email reminding faculty and staff of fume hood policy.

Department can use this photo for Shut the Sash stickers



6. Departments keep all copiers and printers at least 10 feet away from all thermostats and sensors.

Description: Copiers and printers give off heat when they are turned on. The heat emitted by this office equipment makes thermostats or sensors think the room is warmer than it actually is so they have to work harder and make the room cooler than it needs to be. By keeping the copiers and printers at least 10 feet away from all thermostats and sensors the room temperature can remain at the correct temperatureⁱ.

Resources: For questions about copier and printer placement contact knelson6@uwm.edu.

Documentation: Credit will be confirmed through a final work through, that all printers and copiers are at least 10 feet away from all thermostats and sensors.

IT

1. Department reduces individual office printers by 90% and instead utilizes network communal printers/copiers/scanners.

Description: Individual office printers are unnecessary because they require extra ink cartridges, and paper. Utilizing a leased communal printer/copier/scanner reduces the amount of energy and resources being utilized by the department. When a leased machine has a keycode setting, all printing can remain secure.

Resources: Recycle used printers through Surplus by filling out the Surplus Declaration Form and sending it to surplusproperty@uwm.edu. More information can be found at: <http://www4.uwm.edu/pps/Sustainability/CampusInit/surplus.cfm>

Documentation: Departments should provide the list and floor plan of communal printers/copiers/scanners and remaining, if any, individual office printers before and after the change. Departments should also provide a copy of the Surplus Declaration Form for printers sent to Surplus.

2. Department eliminates at least 90% of all CRT inefficient computer monitors and instead utilizes Energy Star Rated LCD or LED computer monitors.

Description: New LCD and LED computer monitors use substantially less energy than older CRT monitors (the energy-consumption of an average LCD display can be half to two-thirds of that for an average CRT) while providing improved screen functionalityⁱⁱ. One credit is

awarded for LCD monitors and 2 credits are awarded for LED monitors that meet this credit.

Resources: LCD and LED Monitors can be purchased by selecting the appropriate vendor through Purchasing. Old CRT monitors can be disposed of through UWM Surplus Program by sending the Surplus Declaration Form to surplusproperty@uwm.edu.

Documentation: If possible, Departments should supply receipts for purchase of LCD or LED monitors and a copy of the Surplus Declaration Form for the disposal of CRTs. Alternately, Departments should verify that there are no CRT monitors currently being used.

Waste

1. Department has a recycle paper bin near each public printer and/or copier.

Description: Placing recycling bins near public printers/copiers is an efficient way to make sure the Department's paper products are being recycled.

Resources: Recycling bins are supplied by Custodial Services. Proper labeling provided as well.

Documentation: Credit will be confirmed through a final work through.

2. Department has set double-sided printing as the default for each public printer.

Description: Double-sided printing can reduce the total amount of paper used by the department – yielding both cost savings and environmental benefits.

Resources: Setting public printers to double-sided may require calling your IT representative.

Documentation: Departments should provide information on which printers were set to double-sided, and also on how they ensure that department members were made aware of the program.

3. Department has a scanner available to all employees to minimize the need for printing and has a program in place to train employees on how to use it.

Description: Using scanners allows documents to be distributed and saved electronically, saving paper and time. Some scanners are free-standing, while others are incorporated into all-in-one machines, which also copy and print.

Resources: If your department already has a scanner, great. If you don't, work with your IT manager to purchase and set up a networked scanner, or purchase a stand-alone scanner. A central copier is the preferred scanner.

Documentation: Credit will be confirmed through a final work through.

4. Department utilizes UWM's Surplus Program for unwanted furniture, equipment, computers, and other electronic waste.

Description: The UWM Surplus Program keeps unwanted furniture, equipment, computers, and other electronic waste from going into landfills by finding a new use for it in another department, selling it online to the public, donating items to area non-profits, or by recycling it as scrap.

Resources: To send items from your department to Surplus simply go to <http://www4.uwm.edu/pps/Sustainability/CampusInit/surplus.cfm> to fill out a Surplus Declaration Form. The form should be submitted to surplusproperty@uwm.edu.

Documentation: Department should provide a dated copy of the Surplus Declaration form within the last year.

5. Department conducts its own waste audit in order to track recycling success (reduction of recycling found in the trash) over time.

Description: Waste audits consist of analyzing five random garbage bags throughout the department to determine how much of the waste in the bin can actually be recycled.

Resources: During the Green Certification Orientation, Departments will be taught how to conduct a waste audit and how to track their recycling success. The waste audit should then be filled out which can be found on the third tab of the Green Office Checklist.

Documentation: Department should fill in waste audit results on the Green Office Checklist. Credit will be awarded upon first audit and continued documentation will be expected to maintain the credit.

6. Department eliminates 50% of paper procedures, and instead creates online forms, where no form need to be printed for any reason. Department also reports its estimated paper savings after the transition.

Description: Paper procedures use large amounts of natural resources and are costly. It takes more than 1½ cups of water to make one sheet of paper, and the costs of using paper in the office can run 13 to 31 times the cost of purchasing that paperⁱⁱⁱ. Eliminating paper procedures and switching to online forms helps the environment, increases efficiency, and saves the department money.

Resources: Contact your IT representative for help transitioning documents procedures.

Documentation: Department should provide documentation of what paper procedures they have, and which ones have been transferred online. Department should also submit estimated paper savings.

Transportation

1. Department has created an area dedicated to posting information on alternative transportation, including alternatives to business travel.

Description: Making the trip to and around campus by students, faculty, and staff has a significant impact on our environment and accounts for part of the university's greenhouse gas emissions. By offering staff information on alternative transportation the amount of greenhouse gas emissions UWM produces can be lowered.

Resources: Information on alternative transportation at UWM is available at <http://www4.uwm.edu/pps/Sustainability/CampusInit/transportation.cfm>

Documentation: Credit will be confirmed through a final work through.

2. 50% of the department, faculty & staff utilize alternative transportation regularly, including carpooling, bus, bicycling, and/or walking.

Description: As described above, commuting accounts for a large percentage of greenhouse gases at UWM. Departments require a survey to be taken on commuting habits.

Resources: Information on alternative transportation at UWM is available at <http://www4.uwm.edu/pps/Sustainability/CampusInit/transportation.cfm>. Departments should utilize the Transportation Survey, which can be found on the fourth tab of the Green Office Checklist, in order to conduct a transportation surveys of all department staff.

Documentation: Departments will provide the results of the surveys to the Office of Sustainability in the Transportation Survey tab under the Checklist provided.

Purchasing

1. Department stocks post-consumer recycled content office supplies besides copy paper.

Description: "Postconsumer materials" are materials that we discard at home and at work that are separated or diverted for recycling instead of going to a landfill^{iv}. By buying postconsumer office supplies, the need to create new materials is reduced.

Resources: Post-consumer recycled content office supplies can be purchased by selecting the appropriate options through MDS supplies or other approved vendors.

Documentation: Department should provide a list of purchased post-consumer recycled content office supplies, including quantity.

2. Department uses rechargeable batteries and/or offers a department drop off for battery recycling.

Description: Purchasing rechargeable batteries saves money, protects the environment, and conserves resources. They can be re-used many times, reducing operating costs and hazardous waste disposal fees. Recycling batteries eliminates hazardous substances including lead, cadmium, mercury, and strong corrosive materials from contaminating the environment or causing harm to humans^v. Alkaline batteries cannot be recycled.

Resources: Rechargeable batteries can be purchased by selecting the appropriate vendor through Purchasing. Visit <http://www4.uwm.edu/usa/ep/disposalguide.cfm> for directions on how to recycle your batteries.

Documentation: Credit will be confirmed through a final work through.

3. Department purchases all carpeting that is NSF/ANSI 140 certified.

Description: Purchasing NSF/ANSI 140 certified carpet ensures that carpet was produced at a high environmental standard. This multi aspect certification evaluates carpet in six key areas (Product Design, Product Manufacturing, Long-term Value, End-of-Life Management, Corporate Governance, and Innovation) to determine its level of sustainability.

Resources: Detailed information about the NSF/ANSI 140 certification can be found at: <http://www.nsf.org/services/by-industry/sustainability-environment/sustainability-standards-protocols/carpet/>. NSF/ANSI 140 carpet can be purchased by selecting the appropriate vendor through Purchasing. Options are available on contract.

Documentation: Department should provide invoice of NSF/ANSI 140 certified carpet purchases within the last five years, as well as the location of the carpet.

4. Department utilizes the refurbished furniture State contract or the UWM Surplus Program for furniture purchases.

Description: Utilizing these two entities encourages reuse and eliminates the need to purchase new items.

Resources: To see what is available through the UWM Surplus Program email uwmsrpls@uwm.edu or call Ext. 3465. Use <http://www.bussvc.wisc.edu/purch/contract/wp5177.html> to utilize the refurbished furniture State contract.

Documentation: Department should provide a list of at least 10 items acquired from the UWM Surplus Program or the refurbished furniture State Contract.

Food & Dining

1. Department offers reusable plates, cups, and silverware (along with a means to wash them) in each break room.

Description: Offering reusable kitchenware in department break rooms can reduce the amount of plastic waste going to landfills.

Resources: Reusable kitchenware can be purchased in many locations, but departments may want to invite department members to donate items as a way to defray costs and increase participation. It is likely that providing dish soap, etc., may be needed to ensure that the kitchenware is easily cleaned after use.

Documentation: Credit will be confirmed through a final work through.

2. Department offers no bottled water.

Description: Eliminating bottled water reduces the amount of plastic bottles being used and potentially ending up in the trash. No bottled water should be offered regularly or for catered events that the department has oversight of.

Resources: Department or individual employees can purchase reusable water bottles at the UWM Bookstore or other appropriate vendors. Catered events can utilize large container water service and reusable glasses.

Documentation: Departments should submit a short statement describing what alternatives to bottled water are being offered (e.g., water filters, reusable cups, etc.) or documentation of reusable bottle purchases.

3. Department eliminates and never uses Styrofoam products in the future.

Description: Styrofoam products are harmful to both the environment and human health. They require petroleum to make, take eons to break down in the environment, and can also release potentially toxic breakdown products (including styrene), particularly when heated.

Resources: For more detailed information about the harmful effects of Styrofoam visit <http://www.thedailygreen.com/going-green/tips/polystyrene-stryrofoam-cups-460529>.

Documentation: Department should provide documented text of how employees are notified of this policy.

4. Department requests at least 20% local and/or seasonal foods for all catered events.

Description: Food has a huge impact on the environment, from how it's grown to how it's shipped. The average 1,500 "food mile" is required to transport food to its destination, which creates transportation pollution. Buying local reduces the university's food mile and stimulates the local economy.

Resources: Contact 20/20 Catering at 2020-catering@uwm.edu and review <http://uwm.edu/dining/more/sustainability/> to see what Restaurant Operations is doing for sustainability. Catering is able to make special, seasonal dishes by request.

Documentation: Department should attach documentation of recent catering request.

5. Department requests either reusable or biodegradable dinnerware for all catered events.

Description: Using reusable or biodegradable dinnerware can reduce the amount of plastic waste going to landfills.

Resources: Contact 20/20 Catering at 2020-catering@uwm.edu and review <http://uwm.edu/dining/more/sustainability/> to see what Restaurant Operations is doing for sustainability. Alternative dinnerware options are available upon request.

Documentation: Department should attach documentation of recent catering request for either reusable or biodegradable dinnerware.

6. Department hosts a vegetarian potluck once a year.

Description: Eating a meat based diet has a negative impact on the environment due to the amount of energy, water, land, and chemicals needed to farm and produce meat. The agricultural operations associated with producing meat, excluding land use changes, produce approximately 13 per cent of anthropogenic (caused by humans) global GHG emissions^{vi} and over 70% of global freshwater consumption is used in the agriculture sector.^{vii} Switching to a vegetarian diet drastically reduces an individual's environmental impact. By hosting a vegetarian potluck the department can offer employees the chance to try a vegetarian diet.

Resources: For more information on the benefits of a vegetarian diet, along with recipe ideas, visit <https://www.vegsoc.org/>. For more information on the environmental impact of agriculture operations visit http://www.unep.org/resourcepanel/Portals/24102/PDFs/PriorityProductsAndMaterials_Report.pdf and http://www.unep.org/greeneconomy/Portals/88/documents/ger/2.0_Agriculture.pdf

Documentation: Department should provide photo documentation of potluck and email/poster documenting the event.

Innovation Points

Departments can earn up to 4 additional points for departmental sustainability initiatives not listed above, subject to approval. Additional innovation points can be added IF the department's regular points already reach two paws. Please itemize, describe, and document on the checklist.

Description: There are many more initiatives departments can undertake beyond those provided above. These could be projects in areas where the department has particular expertise or interest, or ones that are easier to implement because of differences between department structure, size, and organization. There are also steps that Departments can take to encourage actions on the part of their individual members – an extra way to make a difference. Many different types of projects will receive points in this category. Some examples are described below, but the points in this category are not limited to these options.

Resources/Examples:

Department occupies a building that is part of Energy Matters, the UWM energy conservation initiative.

* Visit <https://cms.uwm.edu/pps/Sustainability/CampusInit/performance-contracting.cfm> to see what buildings qualify.

Department holds a spring cleaning day. This event would require sufficient capacity to recycle items being discarded and can also help populate/re-stock a reuse area.

Department uses vegetable- or soy-based ink cartridges.

Department uses ink cartridge refills or remanufactured cartridges.

Department uses plants in the office to improve air quality and ambiance.

Department uses software like Fineprint.com, greenprint.com, and HP Smart Web Printing to reduce the number of unwanted pages when printing from web sites.

Department circulates newsletters, trade magazines, and supply catalogs in the office rather than subscribing individually.

Department develops an outreach campaign promoting the use of stairs rather than elevators and as part of the campaign, works to “beautify” the stairs through the use of art, more frequent cleanings, etc.

Department uses biodegradable soaps in kitchenettes.

Departments holds an environmental service day (e.g., a volunteer event at Lake Park or the Urban Ecology Center)

Department has a BYOM (Bring Your Own Mug) campaign – to encourage the use of washable mugs for coffee or tea. Include the suggestion to take your own mug when buying coffee.

Department institutes regular reminders via email– to turn lights and equipment off, close windows, or for other tips related to department initiatives.

Department sets up an environmental book club or hosts a Low Carbon Diet program.

Department implements a compost collection in its break room.

90% of the department, faculty & staff utilize alternative transportation regularly, including carpooling, bus, bicycling, and/or walking

Sources*

ⁱ http://www.savingenergy.state.mn.us/files/Saving_Energy_07_07.pdf

ⁱⁱ <http://www.energystar.gov/index.cfm?c=monitors.lcd>

ⁱⁱⁱ <http://156.98.19.245/paper/index.html>

^{iv} <http://www.epa.gov/epp/tools/creditcard.htm>

^v <http://stopwaste.org/home/index.asp>

^{vi} “Agriculture: Investing in Natural Capital.” *United Nations Environment Programme* (2011): 50. Print.

^{vii} “Assessing the Environmental Impacts of Consumption and Production: Priority Products and Materials.” *United Nations Environment Programme* (2010): 42. Print