



# silver checklist

sustainableumd



terps leave **small** footprints

These Silver actions are simple and low cost! Review the actions below and select a minimum of 15 actions (75 percent) your office would like to achieve.

## Participation category:

- 1. We include an introduction to our office's sustainability initiatives in new staff orientation.
- 2. Our office maintains an active sustainability committee to address and promote new initiatives.
- 3. We have submitted a Green Office story about our efforts to the Office of Sustainability.
- 4. We formally challenged another office to participate in the Green Office Program.

## Energy and technology category:

- 5. We have replaced our old power strips with "smart" power strips.
- 6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs).
- 7. We maintain living plants throughout our office to help improve air quality.

## Kitchen and lunch room category:

- 8. We have eliminated bottled water (small personal bottles and larger 3-5 gallon bottles) from our office.
- 9. We buy condiments, coffee, and other supplies in bulk to minimize packaging waste.
- 10. We purchase and use green cleaning products for our office.

## Meetings and events category:

- 11. We host sustainability special events (such as potlucks, films, lunch and learns).
- 12. We promote and enable alternatives to in-person meetings (such as video-conferencing, and conference calls).
- 13. We have decreased the number of giveaways, freebies and gifts purchased and offered by our office.

## Transportation category:

- 14. We schedule regular vehicle maintenance for our fleet vehicles and are current with emission testing requirements.
- 15. Our employees take advantage of teleworking opportunities, where appropriate.
- 16. We have reduced our office's commuter carbon footprint by 10 percent from baseline levels identified in Bronze #20.

## Waste and recycling category:

- 17. We buy recycled and environmentally friendly office products such as file folders, note pads, Post-It notes, desk accessories, etc.
- 18. We have eliminated disposable dishware (cups, plates, glasses, cutlery) for daily personal use and for meetings and events.
- 19. When we need new office furniture, we purchase from Terrapin Trader when they have something that will fill our needs.
- 20. We use either 100 percent recycled or tree-free paper for general purpose printing and copying.

## Write your own action:

Write up to 1 action, not listed above, that is specific to your office.

- Incorporate sustainability into our orientation presentations for new students by talking about sustainability initiatives on campus, sustainability in engineering and our office's dedication to the Green Office Program.



## Participation category:

1. We include an introduction to our office's sustainability initiatives in new staff orientation.

### How to:

- Meet with your HR Coordinator to incorporate training (or provision of materials) for new employees about your sustainability initiatives.
- Use printed materials or presentations to inform new employees that being "green" is part of Terp culture and is standard operating practice for everyone in your office.
- Point out the location of sustainability-related infrastructure such as separation stations (recycling, compost, trash), Office Supply Reuse Zone, single-sided paper collection, etc.
- Show new co-workers your Green Office pledge, checklist, completed actions, and sustainability goals you hope to accomplish.
- Let new employees know who they can go to with questions, comments or ideas.

**Did You Know?** In a survey, commissioned by *National Geographic* magazine in February, 2008, more than 80 percent of U.S. workers polled said they believe it is important to work for a company or organization that makes the environment a top priority.

2. Our office maintains an active sustainability committee to address and promote new initiatives.

**How to:** Discuss the establishment of a permanent or standing committee with your dean/director/department head first. Committee members should include senior staff, specialized staff (e.g., IT, purchasing), and GO Reps or GO champions. Brainstorm ideas, activities and objectives that your committee would like to accomplish. Then, develop a short list of realistic and impactful priority initiatives that can be endorsed by senior staff. Set regular meeting times that will accommodate the majority of the committee members. Report out to the rest of your office at staff meetings.

**Did You Know?** The National Environmental Education Foundation (NEEF) found that, "By engaging employees, companies can spark innovative changes in everyday business processes that save money and reduce environmental and social impacts while also inspiring employees to make sustainable choices at home and in their communities," (March 2009).

3. We have submitted a Green Office story about our efforts to the Office of Sustainability.

**How to:** Brag a little and get the recognition you deserve! We can all learn from each other and a short anecdotal story can provide ideas and inspiration to your fellow GO Reps. Contact the Green Office Program at [atoews@umd.edu](mailto:atoews@umd.edu) to submit a success story. We will

share your story via the GO Reps list-serv, the ELMS page, the Green Office website or the Sustainability e-Newsletter.

**Did You Know?** Promoting the spirit of the Green Office program by celebrating your achievements is a great way to lead by example and motivate other offices.

4. We formally challenged another office to participate in the Green Office Program.

**How to:** Once your Green Office has been established, contact another office for a friendly challenge. It could be another office in your department or an office of your colleagues across campus. Share the GO flyer with another office and let the competition begin!

**Did You Know?** Friendly competition is good for us because it:

- Promotes growth;
- forces us to be more creative;
- is an effective teacher;
- promotes taking chances;
- makes us goal-oriented;
- keeps us focused;
- and can make relatively mundane activities a bit more exciting.

## Energy and technology category:

5. We have replaced our old power strips with "smart" power strips.

**How to:** A smart way to get rid of power vampires (or stand-by power) is by using smart power strips. Smart power strips automatically turn off power without needing to flip the switch or unplug your electronics. Smart strips can be used for computers, printers, fax machines, microwaves, telephones and other products that draw power when they are not being used.

**Did You know?** Vampire power energy waste contributes as much as 10 percent of electricity use in a home or office (Lawrence Berkeley National Laboratory).

6. We have replaced incandescent lights in desk lamps and overhead lighting with compact fluorescent lights (CFLs) or light-emitting diodes (LEDs).

**How to:** Swap out incandescent lights with CFLs or LEDs in desk lamps and overhead lighting. Make sure to recycle or dispose of your old light bulbs appropriately. See the Tools section for more details on disposal and recycling.

**Did you know?** The United States Department of Energy found that using CFLs instead of comparable incandescent bulbs can save about 50 percent on your lighting costs. CFLs use only one-fourth of the energy and last up to 10 times longer (2010).