



Invest to save at the Gold level. These actions will help you embed sustainability into the culture of your office. A higher level comes with larger commitments, both in terms of time and effort. But we know you are up for the challenge and rewards! Review the actions below and select a minimum of 15 actions (75 percent) your office would like to achieve.

### Participation category:

- 1. We reviewed our Bronze and Silver checklist to reduce behavior lapse.
- 2. We report on our sustainability initiative and progress in our department/unit/section's annual report.
- 3. We follow all aspects of the University of Maryland's Environmentally Preferable Procurement Policy: Policy VIII-3.10(C).
- 4. Our office incorporates sustainability into Performance Review & Development (PRDs).
- 5. We each perform a minimum of five Green Office actions (from Bronze, Silver and/or Gold) at home.

### Energy and technology category:

- 6. We use vegetable-based inks and 100 percent post-consumer content (PCC) for all printed materials and publications.
- 7. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.

### Kitchen and lunch room category:

- 8. We provide kitchen facilities so that our employees can more easily eat at work.
- 9. The coffee and tea provided by our office is fair trade and/or organic.

### Meetings and events category:

- 10. We buy environmentally-friendly gifts for retirements, celebrations and guest speakers.
- 11. We select sustainable (local, organic, fair trade, humane) food options for all meetings and events.
- 12. Our office events are zero-waste.

### Transportation category:

- 13. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in Bronze #20.
- 14. We purchase travel carbon offsets when members of our office fly for work.
- 15. We do not idle vehicles and have designated our loading/drop-off zones as idle-free.
- 16. When hotels are required for travel, we select environmentally-friendly hotels.
- 17. Our office provides employees with bikes or other non-fossil fuel-powered transportation for campus use.
- 18. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or drive a green or highly-efficient vehicle when possible.

### Waste and recycling category:

- 19. We compost our food waste.
- 20. We collect e-waste for our office or department, through drives or permanent bins.

### Write your own action:

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

- Paperless purchase request forms.

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## Participation category:

### □ 1. We reviewed our Bronze and Silver checklist to reduce behavior lapse.

**How to:** Behavior lapse refers to the tendency to drop new (or revert to old) behaviors over time. Check in with your coworkers by reviewing your Bronze and Silver checklist at a staff meeting. What actions have slipped a little? Determine what happened that led to the relapse and proactively decide how to get GOing again. This may be a good time to re-sign the Participation Pledge, put up a reminder poster or introduce an office competition.

**Did You Know?** Even if we can't be perfectly sustainable all the time, we can use these lapses to teach others about why sustainable practices are so important.

### □ 2. We report on our sustainability initiative and progress in our department/unit/section's annual report.

**How to:** Contact your dean, director or department head about including a section on your green achievements and progress in your annual report or other stakeholder communication vehicle. Use your sustainability committee to create draft text for review by others.

**Did You Know?** Sustainability plays an important role in attracting and retaining employees and students. In a 2008 survey commissioned by National Geographic magazine, 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. In a 2012 Princeton Review "College Hopes and Worries" survey of over 7,000 college applicants, 68 percent of incoming college students said a school's investment in sustainability would influence their decision to apply or attend.

### □ 3. We follow all aspects of the University of Maryland's Environmentally Preferable Procurement Policy: Policy VIII-3.10(C).

**How to:** "Section V Procedures," found on page 2, provide a comprehensive list of steps to follow in the University of Maryland's Environmentally Preferable Procurement Policy.

**Did You Know?** According to the EPA, purchasing recycled products finalizes the recycling process and "closes the loop." Buying sustainable products results in decreased demand for goods made of raw materials and increases demand for recycled products.

The University's Environmentally Preferable Procurement plan was set in place on November 4, 2009. Its goal is to ensure that all supplies purchased by the University promote sound environmental stewardship and help reduce carbon emissions.

### □ 4. Our office incorporates sustainability into Performance Review & Development (PRDs).

**How to:** The University of Maryland's Performance Review & Development (PRD) process provides an effective, fair system of performance management for all non-faculty employees at UM; strengthens employees' performance weaknesses and develop career potential through training and development; and supports University and unit goals. Integrating sustainability into PRDs can assist in meeting all of the above objectives. Managers and employees can include Green Office actions on PRD sections related to teamwork, leadership and/or university service.

**Did You Know?** As Peter Drucker famously quoted, "what gets measured, gets managed." Sustainability performance is no different. In order for employees to be held accountable for their sustainable actions, it must be part of their work place evaluation.

### □ 5. We each perform a minimum of five Green Office actions (from Bronze, Silver and/or Gold) at home.

#### How To:

- Review the Bronze, Silver, and Gold checklists to see which actions you are already doing at home.
- If there are action you haven't done in your office but have always been interested in, try them out at home first. If you can do it successfully at home, you may convince your colleagues to start the action in the office too.
- Some Green Office actions that may be difficult in an office could even be easier to complete at home, such as purchasing green appliances, replacing standard light bulbs with CFLs, and preparing waste-free meals.

**Did You Know?** Studies in the United States and in the UK have shown that people were more likely to participate in green actions and behaviors at home than at their workplace ([www.peci.org](http://www.peci.org), 2011).

## Energy and Technology category:

### □ 6. We use vegetable-based inks and 100 percent PCC for all printed materials and publications.

**How to:** Next time your office needs printed materials, request vegetable-based inks and 100 percent post-consumer paper from your print contractor. Many printers, including UMD Printing Services, can ensure your publications meet these UMD EPP policy standards.

**Did You Know?** An [EPA study](#) found that vegetable-based inks contained significantly lower content of volatile components. And since they are made from plant materials, vegetable-based inks are more [biodegradable](#) than petroleum-based inks.

Vegetable-based inks aren't new, either. In 1994, Congress passed the [Vegetable Ink Printing Act](#). This law mandates that the federal government use "ink made from vegetable oil and materials derived from other renewable resources" in their printing. The goal of this law was to reduce the amount of petroleum-oil based inks used in federal printing, reducing the use of nonrenewable resources.

## Energy and technology category (continued): Meetings and events category:

### □ 7. When we replace or update appliances and equipment, we purchase those that are ENERGY STAR, EPEAT or CEE qualified.

#### How to:

- Visit the [ENERGY STAR](#) website for a list of ENERGY STAR appliances, electronics and computers.
- The [Electronic Product Environmental Assessment Tool](#) (EPEAT) website was specifically designed to help with the purchase of greener computers, monitors, laptops and TVs.
- The [Consortium for Energy Efficiency](#) (CEE) can recommend energy-efficient appliances and lighting.

**Did You Know?** A 10 percent improvement in the energy efficiency of our appliances and equipment would reduce greenhouse gas emissions equivalent to that of 30 million vehicles (ENERGY STAR, 2007). ENERGY STAR appliances use 10-50 percent less energy which saves money and reduces green house gas emissions and air pollution. ENERGY STAR Appliances are high quality and durable so they will need fewer repairs.

## Kitchen and lunchroom category:

### □ 8. We provide kitchen facilities so that our employees can more easily eat at work.

#### How to:

- You may need to consider the installation or purchase of a dishwasher, fridge, microwave, sink or stove. When purchasing any appliance, refer to Gold action #7.
- Making it easier for employees to eat at work can be done when other kitchen/kitchenette renovations are being considered.
- If considering installing a sink or dishwasher (a device that requires a water), or a large appliance like a fridge, consult Facilities Management about costs, electrical and water lines, and whether installation is possible with minimal renovations.

**Did You Know?** By bringing lunch to work, employees can save money and reduce the amount of waste generated from travel and use of disposable containers/plastic bags. If you save \$6 every day you bring your lunch to work, that can amount to over \$1300 each year.

### □ 9. The coffee and tea provided by our office is fair trade and/or organic.

#### How to:

- Guy Brown and Rudolph's catalogues contain fair trade and organic coffee options.
- Enter your current beverage choices into the [Good Guide](#) database to see how well they score based on sustainability criteria.
- Buy all coffee, tea, cream and sugar in bulk. See Silver #4.

**Did You Know?** According to research done by the Rodale Institute, an acre of organic farmland can remove up to 7,000 pounds of carbon dioxide each year. Purchasing organic goods promotes a less toxic environment (2008).

### □ 10. We buy environmentally-friendly gifts for retirements, celebrations and guest speakers.

#### How to:

- Give the gift of an experience. Think of an activity that your recipient hasn't done before. Find a green experience that generates no clutter, nothing to store, and nothing to send to the landfill. Would your recipient like an experience such as a visit a local park? A rafting trip? Admission to a unique museum? Tickets to a play?
- When purchasing a gift, consider using the following criteria:
  - > Is it practical, durable, well-made and of good quality?
  - > Is it made from renewable or recycled materials?
  - > Is there information about the manufacturing process?
  - > How will this product be disposed of and what is the environmental impact?
  - > What kind of packaging does the product have?
  - > How far will the product be shipped to reach you?
- You can make a gift greener by choosing a reusable bag or wrapping it in colorful magazines pages or the Sunday comics. Use raffia, hemp or fabric ribbon to add a finishing touch.

**Did You Know?** Purchasing environmentally-friendly gifts promotes the reduction of greenhouse gas emissions, energy use and solid waste (Stopwaste.org, 2010).

### □ 11. We select sustainable (local, organic, fair trade, humane) food options for all meetings and events.

#### How to:

- Try meatless meals and/or dishes. Vegetarian food options are delicious and often less expensive than meat-based menu selections.
- Contact Dining Services Catering and ask about sustainable options. [Goodies to Go](#) provides delivery with eco-friendly disposable products and [Good Tidings](#) is ready to work with you to minimize the environmental impact of your next event.
- Having a casual meeting? Pick up local fruit and vegetables from [The Farmers Market at Maryland](#), open April through November.
- Ask food providers about their procurement and sourcing policies. Who are their suppliers? What local farms are used? Is produce organic or pesticide-free? Are animals raised humanely?
- Don't forget about the serving dishes, napkins, plates, cups and cutlery. These should be reusable or compostable. See Gold #12.

**Did You Know?** The Leopold Center states that on average, food travels 1500 miles to go from farm to fork, 27 times further than it takes for local products. The typical American meal includes food from at least 5 different countries which means increased oil consumption for transportation. The Food and Agriculture Organization of the United Nations (FAO) estimates that livestock are responsible for 18 percent of greenhouse gas emissions.

## Meetings and events category (continued):

### □ 12. Our office events are zero-waste.

#### How to:

These actions will ensure you have a zero-waste event:

- All food is served with reusable or compostable dishware, utensils, plates and cups.
- All food waste is compost.
- Water and other drinks are served in bulk (pitcher or cooler) instead of distributing individual bottles or cans.
- Printed materials and hand-outs are minimized. See Bronze #2.
- Recycling and compost bins are clearly labeled for event attendees and guests. You may even want to remove trash bins from your event location.
- Electronic invitations are sent.
- Guests are notified ahead of time about your zero-waste goal! This will ensure attendees are prepared and know what to expect when they arrive. Inform attendees about alternate forms of transportation to the event. If your event is large, consider arranging a UMD charter shuttle to transport guests to and from campus and the Metro.

**Did You Know?** Not only does going zero-waste divert materials from landfill, it also helps reduce greenhouse gas emissions. The decomposition of waste in a landfill results in the emission of methane — a greenhouse gas much more potent than carbon dioxide.

## Transportation category:

### □ 13. Our office has reduced our commuter carbon footprint by 20 percent from baseline levels identified in Bronze #20.

**How to:** When commuting to work, you can carpool, take the metro, ShuttleUM, bus or commuter train. If you live near campus, you can bike or walk. The Department of Transportation Services (DOTS) provides alternative methods and programs for transportation and incentives for green commuting.

**Did You Know?** 25 pounds of pollutants are emitted for every gallon of gas used while driving. A commuter who carpools in a full van everyday for 1 year will reduce air pollution emissions by 1,240 pounds. If the average American commuter carried one additional passenger in their car, the US could save 33 million gallons of gasoline each day (rideshare.com, 2012).

### □ 14. We purchase travel carbon offsets when members of our office fly for work.

**How to:** By purchasing travel carbon offsets you can ensure that greenhouse gas emissions are reduced or avoided somewhere else in order to “neutralize” the climate impact of your flight. Use the [TerraPass carbon calculator](#) to estimate flight emissions and purchase carbon offsets. You will also learn more about the greenhouse gas reduction projects that your purchase funds. Keep track of all travel-offset purchases by your department in a spreadsheet. Be prepared to summarize by calendar year a total dollar amount spent on travel offsets and a total amount of avoided metric tonnes of carbon dioxide equivalent.

**Did You Know?** Business-related air travel accounts for approximately 11 percent of the University’s greenhouse gas emissions. By purchasing travel offsets you are helping the University to mitigate its climate impact. We recommend purchasing TerraPass carbon offsets because their carbon reduction impacts have been verified by independent third party verifiers, and they support several projects in Maryland. If you wish to purchase offsets from a different source, please confer with the Office of Sustainability first.

### □ 15. We do not idle vehicles and have designated our loading/drop-off zones as idle-free.

**How to:** Place “idle-free zone” signs in loading/drop-off zones. Contact your suppliers and remind them to turn off their engines before they arrive at your loading zone.

**Did You Know?** Ten seconds of idling your car uses more fuel than shutting off the engine and restarting it. For every two minutes a car is idling, it is equivalent to the amount of fuel it takes to drive one mile. Excessive idling can also cause damage to a car engine’s components (California Energy Commission, 2012).

### □ 16. When hotels are required for travel, we select environmentally-friendly hotels.

**How to:** Find a hotel that is a member of the Green Hotel Association or that has been recognized by the Green Key Eco-Rating program for commitment to sustainable standards. Green Key Eco-Rating Program recognizes hotels that are committed to sustainable standards.

**Did You Know?** For over 16 years the Green Hotels Association has provided information cards that encourage guests to reuse linens and towels. By complying with these gentle requests, guests can help hotels save 5 percent on utilities.

17. Our office provides employees with bikes or other non-fossil fuel-powered transportation for campus use.

**How to:**

- Bikes are a healthy, sustainable way to get around campus. Bikes are also available for semester rentals from the bikeUMD and CRS Rent & Ride program. Visit the Campus Bike Shop in the basement of Cole Fieldhouse to be fitted for your bike and receive a short orientation. They also provide free bike maintenance.
- Reduced-price bicycle gear (including helmets, lights, and U-locks) can be purchased from DOTS in the Regents Garage office.
- Bicycle pumps are available for free use in the DOTS Regents Garage office and at McKeldin Library.
- If needed for times when bikes are not appropriate, electric golf carts and utility vehicles can help reduce emissions on campus.

**Did You Know?** Biking one mile to a meeting three times a week, rather than driving, can reduce carbon emissions by 5.8 to 7.3 pounds of carbon dioxide each week, up to 340 pounds of carbon dioxide annually, according to the You Can Bike There Commute Calculator. Biking instead of driving, even a short distance, is also good for your health: biking at a moderate speed can burn 472 calories per hour.

18. When travel is required for work, we do not fly to destinations that are within 500 miles of our office. We choose to carpool, take a train or drive a green or highly-efficient vehicle when possible.

**How To:**

- When you consider the time required at airports before you depart, rail or bus options for short trips may actually be faster than the plane. Rail and bus options allow you to work, read or watch movies during the entire length of your trip.
- Consider which air-travel alternatives are the most cost and energy efficient for your trip.
- Check the [UMD Business Services](#) page to take advantage of UMD discounts for rail or car rentals.
- Additional public transportation options for travel to and from the University of Maryland can be found through the [Stamp Student Union](#).

**Did You Know?** The Union of Concerned Scientists found that for a solo traveler or a pair, the least carbon-intensive forms of travel (for a journey of up to 500 miles) are motor coach or bus and train. They describe motor coaches and trains as a “carbon bargain.”

**Waste and recycling category:**

19. We compost our food waste.

**How to:** At present, you can collect your own compostables and deliver them to one of the following locations:

- Inside any diner on campus (South Campus, Ellicott, Denton) there are triple sort waste stations. You may place material in “Compost” can of the bin
- Roll cart (toter) beside the Center for Young Children (to the right of the building, in front of fence)
- Roll cart behind the Chesapeake Building (behind dumpsters, parking lot P2)
- Roll cart inside Regents Parking Garage (Ground level, outside DOTS offices)
- Roll cart next to Cole Field House (between the building and the tennis courts, behind dumpsters)

In addition, you can contact [recycle@umd.edu](mailto:recycle@umd.edu) for special event composting bins. See Gold #12.

**Did You Know?** In 2012, 75 percent of waste generated on campus was diverted from landfill through reuse, recycling and composting. Included in that diversion rate was almost 3,000,000 pounds of compost that was collected from the dining halls, Stamp Student Union, the Campus Barn, and landscaping.

20. We collect e-waste for our office or department, through drives or permanent bins.

**How to:** All electronic equipment at the University is considered surplus equipment and is collected by Terrapin Trader. Functional equipment may be sold and that which cannot be sold or does not work is sent to a qualified vendor where it is deconstructed into individual components which are recycled. Each semester, Facilities Management schedules e-waste drives. Anything that has an electrical cord can be collected. Check the Office of Sustainability website for dates and locations.

**Did You Know?** According to the EPA, incorrectly disposed electronics accounted for 2.37 million tons of waste in 2009. A University of Arkansas study found that 25 percent of the United States’ electronic waste is sent to developing countries, exposing other people — including children — to potentially hazardous waste.

**Write your own action:**

**Category:**