BRONZE

University of Maryland
green**office**
CERTIFIED

bronzechecklist

sustainable**umd** terps leave **small** footprints

It's time to decide where to focus your Bronze-level efforts. Review the checklist below and select a minimum of 23 actions (75 percent) your office would like to achieve. The Bronze level actions are easy to carry out, require low time commitment and have no financial investment requirement.

Participation category:

☐ 1. Our office has signed the Green Office Participation Pledge.

☐ 2. We have completed our Green Office Pre-Audit.

☐ 3. We include sustainability topics as a regular agenda item at staff meetings.

☐ 4. Our workplace website includes a link to the Office of Sustainability and information about our progress towards becoming Green Office certified.

☐ 5. We reward and recognize participation in sustainability initiatives including the Green Office Program.

Energy and Technology category:

☐ 6. We turn out lights when we leave an unoccupied room and we use task lighting in place of overhead lights.

☐ 7. When possible, we use human power instead of electric power.

☐ 8. We use energy efficiency settings on our computers, monitors, printers and copy machines.

☐ 9. We use centralized, shared appliances and equipment such as printers, scanners, copiers and refrigerators.

☐ 10. We unplug power vampires.

☐ 11. When possible, we turn off our computers and monitors every night.

☐ 12. Our office completes an energy "power down" before holidays and breaks.

☐ 13. We ensure that windows are tightly closed during heating and cooling season.

☐ 14. Our office refrains from using space heaters.

Kitchen and lunch room category:

☐ 15. We report leaks and running taps to Facilities Management.

☐ 16. We pack or purchase waste-free lunches

Meetings and events category:

☐ 17. We use reusable mugs/cups, including at office meetings and events.

☐ 18. We have made our meetings paper-free.

Transportation category:

☐ 19. For **on-campus** meetings, we carpool, take the shuttle, bike or walk.

☐ 20. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.

Waste and recycling category:

☐ 21. We have established an office supply sharing and re-use area for file folders, binders, pens, tape and more.

☐ 22. We use inter-departmental envelopes for mailing on campus.

☐ 23. We practice single-stream recycling and we have recycling instructions posted near all recycling bins.

☐ 24. We cancel subscriptions to unwanted catalogs and junk mail.

☐ 25. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing wherever possible.

☐ 26. We collect single-sided copy and print paper.

☐ 27. We recycle batteries using Facilities Management brown battery collection system.

☐ 28. We participate in "Can the Can."

☐ 29. We arrange for Terrapin Trader to pick up surplus office furniture, electronics and/or equipment.

☐ 30. We recycle used toner and ink cartridges from printers and copy machines.

Write your own action:

Write 1 action, not listed above, that may be specific to your office.

☐ _____

_____

Participation category:

☐ 1. **Our office has signed the Green Office Participation Pledge.**

How to: Ask your team to sign the GO Participation Pledge at a staff meeting, special event or other gathering. This activity will kick-start your participation in the Green Office Program. After it's signed, hang the pledge on a central bulletin board. This will be a reminder of the actions you are taking as well as a way to share your goals with others (including office visitors).

Did You Know? An article in the journal of *Environmental Psychology* found that signing a commitment increased people's participation in curbside recycling more than receiving a flyer, a telephone call or personal contact alone (Werner, Turner, Shipman, Twitchell et al, 1995).

☐ 2. **We have completed our Green Office Pre-Audit.**

How to: Complete your Green Office Pre-Audit with the help of the Office of Sustainability staff. This simple, short audit will help you track change over time and show your co-workers some of the impacts of their actions.

Did You Know? The audit will allow your office to track its progress towards the actions you have selected. Aggregated results can be used for evaluating and improving the Green Office program and other sustainability initiatives at the campus level. The Green Office Pre- and Post-Audit can show our collective progress on some strategies in the University of Maryland Climate Action Plan.

☐ 3. **We include sustainability topics as a regular agenda item at staff meetings.**

How to:
• Look through the Green Office checklist and share one new action at each meeting.
• Recognize sustainability champions in your office by sharing their efforts with others.
• Check out the "What you can do" section of sustainability.umd.edu to find more actions.
• Sign up for the Sustainability e-Newsletter for additional meeting topics.

Did You Know? Discussing sustainability at staff meetings is an easy way to engage and excite employees and keep sustainability topics top of mind. Fellow employees are also often a helpful source of new ideas, leadership, and inspiration.

☐ 4. **Our workplace website includes a link to the Office of Sustainability and information about our progress towards becoming Green Office certified.**

How to: Write a paragraph, or use our draft text, and share your progress towards becoming Green Office Certified. Write about the actions you are taking and how your office is achieving them. Link your page to the Green Office Website at www.greenoffice.umd.edu and the Office of Sustainability website at www.sustainability.umd.edu.

Did You Know? Including information on your website about your Green Office progress is a simple way to let others know about the hard work you are contributing to conserve natural resources and help the University of Maryland meet its goal to be widely recognized as a national model for a Green University. This step may even encourage other offices to participate in the Green Office Program. Including a link to the OS website also provides a way for people to learn about all of the sustainability initiatives around campus.

☐ 5. **We reward and recognize participation in sustainability initiatives including the Green Office Program.**

How to: Look around your office. You will probably see someone making an extra effort to be more sustainable. Be sure to say thanks. Contact the Green Office program for free thank-you notes and tokens of appreciation.

Did You Know? Rewarding positive actions has been found to have many benefits such as increased individual productivity, greater employee satisfaction, less employee turnover, less absenteeism and stress, and enhanced teamwork.

Energy and Technology category:

☐ 6. **We turn out lights when we leave an unoccupied room and we use task lighting in place of overhead lights.**

How to:
• When other electronic equipment, such as a projector or computer is shut off, remind yourself that the lights need to be shut off as well.
• Assign a specific person to shut down electronic equipment and lighting when meetings are over (perhaps the person who booked the meeting).
• Request Green Office switch plate stickers for your office.
• If available, use natural light from outside — it's free!

Did You Know? IBM estimated that it was able to save $17.8 million in one year just by reminding employees to turn off lights and other equipment when not in use. Task lighting can increase productivity, improve personal viewing comfort, provide control over lighting levels and save energy.

☐ 7. **When possible, we use human power instead of electric power.**

How to:
• Take the stairs instead of elevators. Start by walking up one flight of stairs. Each week, add another flight until you walk up the entire way.
• Manually open doors instead of using the automatic door opener. Be courteous and hold the door for others.

Did You Know? Taking the stairs can burn nine times as many calories as standing still. It can also strengthen muscles and improve circulation.

8. We use energy efficiency settings on our computers, monitors, printers and copy machines.

How to: Your computer has built-in energy efficiency settings waiting to be utilized. Once you set your power management settings correctly, the computer will do the rest!

Did You Know? Screen savers do not save energy! Some graphic-intensive screen savers require twice as much energy as normal operation. According to Energy Star, if every computer and monitor in the U.S. were turned off during the night, 7 million tons of carbon dioxide emissions could be prevented every year and 8 large power stations could be shut down.

9. We use centralized, shared appliances and equipment such as printers, scanners, copiers and refrigerators.

How to:
- Instead of using two or more small refrigerators, combine office food in one large refrigerator.
- Consider installing a network printer to replace smaller, less-durable, personal printers.
- Select printer(s) that have duplexing capabilities so you can easily print double-sided.
- When purchasing new printers, refrigerators and other items, look for ENERGY STAR qualified products and buy the size of appliance or equipment that is most suitable for the job.

Did You Know? Printers, scanners, and copiers consume energy even when they are in stand-by mode. The energy cost of just one office copier is about $110-$130 each year. Reduce the energy costs in your office by sharing large equipment. Many personal appliances brought into offices by employees can counteract energy saving efforts. For example, mini refrigerators are generally less energy efficient than the full-sized models.

10. We unplug power vampires.

How to: "Vampire" power is the power that electronics and appliances continue to consume after they are turned off. This occurs with most computers, laptops, stereos, kitchen appliances, cell phone chargers and other electronics with a black power brick on the cord. Vampire power usage can be prevented by simply unplugging the appliance. An easy way to turn off all your equipment at once is to plug it all into one surge protector with an on/off switch. Then, turn off your power bar to avoid creating a "vampire!"

Did You Know? Research by the Department of Energy found that vampire power energy waste contributes as much as 10 percent of electricity use in a home or office.

11. When possible, we turn off our computers and monitors every night.

How to: Turn off your computer and your monitor before you leave the office for the night. In some cases your IT staff may have a specific reason to request that you leave your computer on. As a minimum practice, turn off your monitor every night and turn off your computer and monitor every weekend.

Did You Know? A Lawrence Berkeley Lab study found that one computer and monitor left on after business hours can cause up to a ton of carbon dioxide to be emitted per year. Eight large power stations could be shut down if every computer and monitor in the U.S. were turned off at night.

12. Our office completes an energy "power down" before holidays and breaks.

How to: Before you leave for vacation, "power down" your office. Turn off your computer and monitor. Unplug your laptop, printers and other electronics. An easy way to turn off all your equipment at once is to plug it all into one surge protector with an on/off switch that you can flip off easily when you leave the office. Lower the window shades, turn off all lights, and lower the thermostat.

Did You Know? The University of California, San Diego was able to reduce its energy costs by $210,000 over a 16 day holiday break by powering down most of its campus buildings.

13. We ensure that windows are tightly closed during heating and cooling season.

How to: Close all windows before heating or cooling season. If you are unable to fully close them, contact Facilities Management to place a work order and report any maintenance requirements.

Did You Know? According to ENERGY STAR, office buildings waste 30 percent of the energy they use. Simple changes can save a lot of energy.

14. Our office refrains from using space heaters.

How to:
- Dress comfortably for indoor temperatures in your building. Keep a back-up sweater or sport coat in your office.
- If you are feeling cold while sitting at your desk, get up and walk around. This will not only warm up your body, but it will provide a short break for your eyes, give you a boost of energy, and improve your concentration.
- When the sun starts to go down, close your blinds or curtains. They provide extra insulation from drafty windows and help keep the warm air in your office.
- If the temperature in your office is generally below 68° Fahrenheit, contact Facilities Management to place a work order and report problems with the heating system.

Did You Know? The use of space heaters by occupants is prohibited unless authorized or provided by Facilities Management. Space heaters damage building electrical systems and pose a safety hazard. It is the goal of the University to maintain occupied buildings in the temperature range of 68° to 78° Fahrenheit year round. Within this temperature range, FM will balance occupant comfort and program/research needs with the University's Climate Action Plan and energy conservation goals.

Kitchen and lunch room category:

☐ **15. We report leaks and running taps to Facilities Management.**

How to: Be proactive when you notice a leaking faucet or running toilet. Contact Facilities Management to place a work order and schedule a repair. You will not only save water, but also prevent costly damage to walls, cabinets, flooring and ceilings.

Did You Know? The City of Portland's Office of Sustainability reported that as much as 20 gallons of water can be wasted per day by just one dripping faucet.

☐ **16. We pack or purchase waste-free lunches.**

How to:

- Pack lunches and snacks in reusable containers and bottles instead of using disposable containers, plastic wrap or aluminum foil.
- Keep a set of reusable dishes and cutlery at your workplace at all times. This way, there will always be a set available whether you eat in, or purchase take-out food.
- When going out for lunch, eat at the restaurant to take advantage of reusable dishes and cutlery.
- Be sure that containers from frozen and take-out meals can be recycled or composted. Do not use styrofoam take-out containers.
- When shopping for your lunch foods, choose items with minimal packaging.
- If a refrigerator is unavailable, use ice packs in an insulated lunch kit to keep food items safe.

Did You Know? A disposable lunch creates between four and eight ounces of waste that can add up to as much as 100 pounds a year (from The Green Book by Rogers and Kostigen, 2007).

Meetings and events category:

☐ **17. We use reusable mugs/cups including at office meetings and events.**

How to:

- Use up any remaining disposable mugs/cups you may have in your supply, then do not reorder.
- Send out a reminder email before meetings, asking everyone to bring their own mug.
- If reusable mugs are not yet part of the culture in your office, try a prize draw at your next staff meeting — only those with reusable mugs can be entered to win.

Did You Know? The average office worker in the U.S. uses around 500 disposable cups every year, according to the Clean Air Council. The amount of paper and plastic cups, spoons, and forks thrown away every year by Americans is enough to circle the equator 300 times. Using reusable mugs and cups not only eliminates this waste from entering landfills, but also saves money.

☐ **18. We have made our meetings paper-free.**

How to:

When attending a meeting:
- Ask in advance for supporting documents to be emailed to you.
- Bring a laptop and take notes electronically.
- Bring a portable memory device like a memory stick if you would like a copy of the presentation or ask for the presentation to be sent out electronically after the meeting.

When hosting a meeting:
- Post supporting documents in advance and communicate this to co-workers.
- Encourage attendees not to print these documents, or to only print what they need.
- Use audio visual equipment at the meeting to display the agenda and supporting documents.
- Inform others that supporting documents will be shared electronically at the meeting; invite co-workers to bring a laptop and take notes electronically.
- For PowerPoint presentations, circulate the presentation in advance electronically and supply copies on portable memory devices like memory sticks.

Did You Know? The City of Portland estimates that the average office uses 1.5 pounds of paper per person each day. Using an electronic copy instead of a printed copy also reduces the need for space to store paper files, and allows for electronic search capabilities that save time.

Transportation category:

☐ **19. For on-campus meetings, we carpool, take the shuttle, bike or walk.**

How to:

- Check the Campus Circulator (125) route. Print out the Circulator map and schedule and post it on a central bulletin board.
- Use the Interactive Pedestrian map to plot out best walking routes to common destinations. Post a map with plotted routes on a central bulletin board.
- Ask your department to consider providing bikes for on-campus commuting.

Did You Know? Transportation is the fastest-growing source of U.S. greenhouse gas emissions according to the EPA. In 2010, almost 37 percent of University of Maryland's greenhouse gas emissions were due to transportation and this does not even include on-campus commuting.

Transportation category (continued):

☐ **20. We calculate our commuter carbon footprint, track changes over time, and share the results with our office.**

How to: On an annual basis, ask members of your office to calculate their individual commute footprints using the calculator listed in the tools section. Use a spreadsheet to record the footprint for everyone in your office. It will provide a baseline number that you can use to estimate a commuting reduction when you complete the Silver certification level.

Did You Know? Calculating your individual footprint allows you to see where you can reduce your impact on the environment and save money. Calculating your office's total commuter carbon footprint can serve as a useful tool in measuring how your office has improved. In 2010, approximately 15 percent of the University of Maryland's greenhouse gas emissions resulted from people driving to and from campus.

Waste and recycling category:

☐ **21. We have established an office supply sharing and re-use area for file folders, binders, pens, tape and more.**

How to: Designate a specific area in your office to be your office supply sharing and re-use area. A shelf, a cabinet or a table top will work. Hang the GO Office Supply Re-use poster nearby. Email office members to encourage them to bring their unneeded office supplies to the reuse area and check there for supplies before ordering anything new. It is a good idea to locate your office supply sharing and re-use area near the existing space for new supplies so that people see both options.

Did You Know? Reusing reduces your environmental impact more than recycling. This is why the old environmental mantra—"Reduce, Reuse, Recycle"— emphasizes that you should consider ways to reuse an item before throwing it into the recycling or trash streams. Reusing office supplies saves money and reduces that amount of waste that the University generates.

☐ **22. We use inter-departmental envelopes for mailing on campus.**

How to:
- When sending almost anything on campus, a reusable, inter-departmental envelope can do the job, instead of a single-use envelope.
- Set up a centralized collection location for your inter-departmental envelopes so that everyone knows where to find one.
- Need some new ones? Walk over to the next office and see if they have an oversupply.

Did You Know? According to the EPA, the average office worker in the U.S. generates about two pounds of paper products every day. Interdepartmental envelopes can be used more than 50 times each, saving money and preventing waste.

☐ **23. We practice single-stream recycling and we have recycling instructions posted near all recycling bins.**

How to:
- All buildings on the College Park campus participate in single stream recycling, which means that you can put all your recyclable materials into one recycling bin, no matter where you are.
- Place a single-stream recycling bin beside every trash can. If you need extra recycling containers, contact recycle@umd.edu.
- Print out single-stream posters and place them near your recycling bin. They highlight all items that can be recycled on campus.
- When "Can the Can" comes to your building, your old trash cans will be turned into recycling bins — make sure you have the appropriate signage needed to avoid confusion.

Did You Know? The University of Maryland has set a goal to recycle 75 percent of the waste it generates by 2013. The University's recycling rate increased dramatically from 17 percent in 2003 to 63 percent in 2010 thanks, in part, to widespread participation in initiatives like single stream recycling.

☐ **24. We cancel subscriptions to unwanted catalogs and junk mail.**

How to:
- For catalogs and flyers, look at the area near the address label or the inside front cover for an email or phone number that you can call to cancel your print subscription.
- Contact the company to have your name and address removed from their mailing list.
- For publications that you wish to keep receiving, ask for only one copy of each magazine or catalog per office instead of one per person.
- Visit www.catalogchoice.org. Signing up to stop receiving junk mail is free. All you have to do is enter the name of the catalog you do not wish to receive.

Did You Know? According to Forest Ethics, junk mail's contribution to climate change is the equivalent of more than nine million cars or 11 coal-fired power plants.

☐ **25. We print and copy on both sides of a page and our printers/computers are set for automatic double-sided printing wherever possible.**

How to:
- Find out where the duplex printers are in your workplace. Not all printers are capable of automatic duplex printing so find out which ones have this capability in your office.
- Encourage your workplace to provide access for every employee at least one printer that is capable of duplex printing.
- To print double-sided you have two options: adjust the settings at the printer, or adjust the settings at your desktop computer.
  – If you use a network printer, switch network printer settings to print double-sided by default (using the

Waste and recycling category (continued):

printer control panel). This will set the default for all users of the printer to double-sided printing. You may have to contact IT staff to do this.

– At your desk, you can set your computer to default to double-sided printing using your desktop control panel. This can be done for both network printers and desktop printers.

Did You Know? By reducing the amount of paper used on campus by half and using more paper made from recycled content, departments at the University of Maryland have prevented 1,832,839 pounds of greenhouse gas emissions, (equivalent to taking 166 cars off the road) and saved 7,835 trees.

☐ 26. We collect single-sided copy and print paper.

How to:

• Place an empty box or office tray next to each copier and printer area to collect single-sided paper. Post the Green Office paper collection sign above each collection box.

• Email to your coworkers to remind them to place single-sided recyclable paper in the collection box(es).

• Use your single-sided paper for draft printing, scrap paper and note pads.

Did You Know? According to Ecology Global Network, the United States, which accounts for only 5 percent of the world's population, uses 30 percent of all paper. About 28 percent of all wood cut in the U.S. is used for papermaking. Reuse and then recycle paper to support wise use of natural resources.

☐ 27. We recycle batteries using Facilities Management brown battery collection system.

How to:

• Whenever possible, purchase rechargeable batteries.

• Deposit used batteries into one of Facilities Management brown battery bins. There is one battery collection bin in each campus building.

Did You Know? Approximately 3 billion batteries are purchased each year according to the EPA. Batteries that end up in landfills can leak toxic materials that are damaging to soil and water supplies.

☐ 28. We participate in "Can the Can."

How to: Ensure your office is on board with and understands the "Can the Can" program. The visual effect of the mini garbage can is "less is better" and can result in a conscious effort to produce as little garbage as possible. Send around the Green Office "Can the Can" text if your office has questions or if you are seeing a lot of recyclables in the waste stream.

Did You Know? Since the implementation of the Can the Can program in the Main Administration building in 2010, the recycling rate for the building has increased from 49 percent to 71 percent!

☐ 29. We arrange for Terrapin Trader to pick up surplus office furniture, electronics and/or equipment.

How to:

• Terrapin Trader is located in the Physical Distribution Center at the end of Rossborough Lane across from Maryland Fire and Rescue Institute.

• Contact the Terrapin Trader website or Procurement & Supply to complete a Trader form.

• Call (301)405-7337 to schedule a Terrapin Trader pickup. Your surplus items will be picked up within one week of your request. Pickup is free of charge to departments at the University unless an item is too large or heavy.

• Items that are not accepted by Terrapin Trader can be donated to a community or non-profit organization of your choice.

Did You Know? Terrapin Trader assists in the reuse, redistribution, and recycling of used office furniture, electronics, and lab equipment at the University. This program has kept a wide range of materials from ending up in landfills. In 2010, approximately 6 percent of the University's waste was collected by Terrapin Trader for reuse.

☐ 30. We recycle used toner and ink cartridges from printers and copy machines.

How to: Send used toner and ink cartridges back to the supplier (Guy Brown or Rudolph's) to be recycled. You can print a pre-paid shipping label from the Guy Brown website to mail back your used cartridges.

Did You Know? Earth911, Inc., a recycling information group, found that more than 13 ink cartridges in the U.S. are disposed of every second. Almost a gallon of oil is needed for the production of just one ink cartridge.

Write your own action:

☐

Category: