



GREEN OFFICE HOW-TO GUIDE

This guide provides direction for each action in the Penn Green Office Checklist. Use the document's search function (CTRL + F) to quickly find specific Green Office points.

W.1 We conducted, or hired a consultant to conduct, an audit of our waste stream.

Intent:

Waste audits can help your office identify its largest sources of waste in order to find ways to reduce these waste streams through source reduction or recycling. This can help the office cut spending in the long run. Waste audits also increase awareness within the office.

Point Value: 4 points

Instructions:

A waste audit is an analysis of your office waste stream. It identifies the type of waste your office generates, and how much of each type is recovered for recycling, reusing or discarding. Using this data, your office can identify ways to reduce waste, increase recycling, and determine the potential for cost savings.

A waste audit can either be conducted in house, for a small office, or through an outside contractor.

How to do an in-house, volunteer-based waste audit:

1. Look at which materials you are currently disposing of and in what quantities. In developing your program, concentrate on the high volume materials (in offices this is often paper, tone cartridges and aluminum cans).
2. Consider the weight and volume of the materials you currently dispose of that could be recycled or reused.
3. Look at your overall operation and determine where the waste is being generated and if this material can be:
 - Reduced (ex: make two-sided copies)
 - Reused (ex: reusing packaging materials)
 - Recycled (ex: collect and recycle office paper)

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4. Always locate collection containers where recyclables are being generated. The easier it is to recycle the higher the participation rate will be. It is very important to clearly mark all collection containers and make it as hard as possible to contaminate the recyclables. For example, use lids with only a hole in the top for the collection of aluminum cans. Locating the recycling containers near trash cans can cut down on contamination as well.

Resources:

For more information on conducting office waste audits, see: www.nngov.com/public-works/sw/audit

Penn Recycling and Landfill Posters

www.facilities.upenn.edu/sustainability/waste-management-and-recycling

To solicit a professional waste audit, please contact sustainability@upenn.edu for more information and guidance. Please include 'Green Office – Waste audit' in the subject line.

NRDC Greening Advisor www.nrdc.org/enterprise/greeningadvisor/wm-audits.asp

How to conduct a waste audit: http://Solidwastedistrict.com/projects/waste_audit.htm

W.2 We have held at least one Office Clean Out Day that promoted recycling and reuse in the past year.

Intent:

Reuse and recycling reduce the amount of raw materials and energy used to create new items. They also reduce the amount of waste generated. An office clean out can help increase awareness of waste practices and recycling in the office as well. Finally, reuse reduces the associated costs of purchasing new materials.

Point Value: 1 point

Instructions:

Follow the instructions listed on the office clean out poster:

www.upenn.edu/sustainability/guides-manuals/office-clean-out-how-guide

Resources:

Penn Recycling and Landfill Posters

www.facilities.upenn.edu/sustainability/waste-management-and-recycling

Penn Purchasing Services: cms.business-services.upenn.edu/purchasing/

Contact sustainability@upenn.edu with questions or if you need help.

W.3 We set double-sided printing as a default on our office computers, and we placed a visual prompt on our copy machine to remind members of our office to double-side copy.

Intent:

Double-sided printing reduces the amount of paper used per printout, thus reducing the use of resources and reducing waste produced. According to the U.S. Environmental Protection Agency (EPA), pulp and paper mills are among the worst polluters to air, water and land of any industry in the country.

Point Value: 2 points

Instructions:

How to Set Up Double-Sided Printing on Individual Computers

1. Go to the Start Menu, click on 'Control Panel'
2. Choose 'Printer', under 'Hardware and Sound'
3. Select your default printer and click 'Select Printing Preferences'
4. Under the Finishing tab, click on the box next to 'Print on Both Sides'
5. Click Ok to Apply changes.
6. Repeat steps 3-5 to change the settings on other printers if you regularly use more than one.

Please note that you can change individual jobs to single-sided printing if necessary. Go to Print - Preferences - Finishing to change this setting

Printers must have a duplex tray to take advantage of this option. Check with your IT staff to determine if one needs to be ordered.

In some instances, your IT staff needs to make these changes for users. Contact your school's IT support for assistance.

A sign reminding staff to reduce paper use can also be posted on your copiers and printers.

Resources:

Green IT website www.upenn.edu/computing/greenit

Guide to Minimizing Printing

www.upenn.edu/computing/resources/sites/default/files/Minimize Print Guide 2.pdf

W.4 We have an office policy to use reduced paper margins in order to decrease the length of documents we print.

Intent:

Reducing the paper margins on documents decreases the document length, thus decreasing the number of pages used to print. This saves paper, saving money and valuable natural resources.

Point Value: 2 points

Instructions:

How to change the size of your paper margins in Word 2010:

1. Go to the 'Page Layout' tab.
2. Click on 'Margins'
3. Select 'Narrow' to use the default setting for small paper margins or 'Custom Margins...' to select your own settings.
4. If you chose 'Custom Margins...' type in the size margins you wish to use in the pop-up box to change the sizes. Often, side margins of .75", top margin of .75", and bottom margin of .5" is a change barely noticed by the reader.

Resources:

For more technical assistance, or for older versions of Word, please see:

office.microsoft.com/en-us/word-help/change-or-set-page-margins-HP001226492.aspx

You can also search 'change page margins' here and use the drop-down menu to choose your version of Word: office.microsoft.com/en-us/word-help/?CTT=97

W.5 We use an electronic timesheet system.

Intent:

Electronic timesheet systems reduce the paper waste associated with printing regular paper timesheets. Another benefit is improved legibility.

Point Value: 2 points

Creating and implementing electronic timesheet systems can be costly; several or all offices within a center or college may want to pursue this action together.

Instructions:

How to switch to an electronic timesheet system:

1. Identify a requirement list - Start with what would be ideal. Ask end users (those who process payroll) and user groups.
 - a. Functional - what information is needed, what level of detail, how many levels of approval are required, user friendliness.
 - b. Technical - how will the system operate, what server will it be housed on.
2. Research vendors once you have developed the list of “ideals”, identify which are “musts” and what is doable.

Resources:

There are many vendors available, but to get you started on your research, the following are vendors currently used by various offices at Penn. This is not an endorsement of any particular vendor or group of vendors.

Kronos: www.kronos.com

Nettime Solutions: www.nettimesolutions.com

Time Clock Plus: www.timeclockplus.com

W.6 We use electronic financial reports.

Intent:

Electronic financial reports reduce the paper waste associated with printing regular paper reports. Another benefit is improved legibility.

Point Value: 3 points

Instructions:

Creating and implementing electronic financial reports and systems can be costly. Several or all offices within a center or college may want to pursue this action together.

Several systems have been created or are in the process of being created on a university-wide basis. One example is the planning being done for a new travel and expense management system.

1. Identify what electronic financial reporting systems have been created university-wide that your office is not yet utilizing.
2. Make sure your office has access to scanning devices, or printers with scanners, to enable you to use these systems.
3. Identify what paper files could, and should, be converted to electronic file storage, which has become cheaper over time and more accessible via network and cloud storage.

W.7 We keep a stack of previously used paper near printers to be used for scratch paper or internal memos, made into notepads, or loaded into a designated bypass tray on printer for printing internal or draft single-sided documents.

Intent:

Reusing paper reduces the amount of trees cut down for new paper products. According to a report published by the U.S. Environmental Protection Agency (EPA), pulp and paper mills are among the worst polluters to air, water and land of any industry in the country.

Point Value: 1 point

Instructions:

How to load paper in bypass tray:

1. Open bypass tray and place paper from scratch pile on tray, blank side down. Be sure the paper is all the way in towards the printer, the slide guides are adjusted to holding the paper flush with the side, and the paper is not curled.
2. In the menu, select the bypass tray for the paper source. Select the size and type of paper used.

Note: When loading paper in the bypass tray, the side facing down is the side that is printed on.

How to make used paper into notepads:

1. Collect previously used one-sided paper in a central location.
2. Drop off your previously used one-sided paper at the Campus Copy Center and they will make them into notepads.

Resources:

Campus Copy Center www.campuscopycenter.com/

W.8 We have a designated area in our supply closet, or elsewhere in our office, for sharing office supplies that can be re-used (file folders, binders, pens, paper clips, etc.).

Intent:

Reusing supplies reduces the amount of virgin materials and energy used to create new supplies. Additionally, reuse is an important and easy way to save money. New supplies are expensive and waste disposal is expensive. Reuse can reduce both of these budget drains.

Point Value: 1 point

Instructions:

Designate an area or shelf for reusable supplies. Make sure the reusable supplies are conveniently located for ease of access. It is often best to store reusable supplies with new supplies so staff can easily choose to reuse.

Speak with the person in your office in charge of supply purchases and ask them to encourage reuse as a way to reduce unnecessary purchases and waste.

Encourage staff to collect reusable supplies at office cleanouts.

W.9 We have a designated person in our office who unsubscribes people from receiving multiple copies of the *Almanac* and *Current*.

Intent:

Reducing the number of paper publications received decreases the amount of paper used unnecessarily, thus reducing waste and conserving trees. It also lessens the amount of energy used to create, process, and deliver this unwanted mail.

Point Value: 2 points

Instructions:

To reduce duplicate deliveries of these publications:

1. Designate one office member to be in charge of unsubscribing people from duplicates.
2. Find a convenient, central location within the office where duplicates can be collected. Ask office members to drop unwanted mailings into the box, in order to be removed from the distribution list.
3. Inform office members of the bin location and why it is important to reduce unwanted mailings. Remember to recycle the duplicates!

Removing Duplicate Copies:

- To unsubscribe from the *Almanac* contact: 215 898-5274 or almanac@upenn.edu
- To unsubscribe from the *Current* contact: current@pobox.upenn.edu

W.10 We have a designated person in our office who unsubscribes people from junk mail.

Intent:

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Eliminating junk mail your office receives decreases the amount of paper used unnecessarily, thus reducing waste and conserving trees. It also lessens the amount of energy used to create, process, and deliver this unwanted mail.

Point Value: 2 points

Instructions:

To reduce junk mail:

1. Designate one office member in charge of unsubscribing people from junk mail. Or consider rotating this role on a quarterly basis.
2. Find a convenient, central location within the office where unwanted mail can be collected. Ask office members to drop unwanted mailings into the box to be removed from the distribution list.
3. Inform office members of the bin location and why it is important to reduce unwanted mailings. Teach office members how to unsubscribe from junk mail at home as well. Additional resources for this purpose can be found on the next page.

Remember to recycle the junk mail!

Resources:

Green Dimes provides information on junk mail and how to opt out.

www.greendimes.com/

To opt out of credit card offers simply call: 1-888-5-OPTOUT (1-888-567-8688) Call the customer service number on catalogs and product offers to remove your address from the mailing list.

Direct Marketing Association's (DMA) Mail Preference Service - sign up online to opt out of various mailings: www.dmachoice.org/dma/member/home.action

Other services for reducing junk mail:

www.stopjunkmail.org

www.catalogchoice.org

Eliminating junk faxes: www.junkfax.org

Use the iPhone app "Mailstop Mobile" to take pictures of your junk mail and eliminate it. If you do not have an iPhone, instead register here: www.catalogchoice.org/login

W.11 Managed Print

a. We have installed toner auto-replenishment software to eliminate keeping excess toner in inventory.

b. We have eliminated all personal printers and utilized a shared, networked print environment only.

c. We have undergone a full-managed print assessment and implementation, including elimination of most/all personal printers, with our preferred Managed Print Services supplier.

Intent:

To save money and reduce unnecessary toner and paper use.

Point Value:

- a. 2 points
- b. 3 points
- c. 4 points

Instructions:

To learn more about the Penn Managed Print Services program, visit the Penn MPS website cms.business-services.upenn.edu/purchasing/component/content/article/2-default-about/478-the-penn-managed-print-services-mps-program.html

If you would like to enroll your business area for a print environment assessment, choose “Request and Assessment” and complete the online MPS CUSTOMER INTAKE SURVEY.

A managed print Frequently Asked Question document can also be found online at the MPS homepage.

Resources:

Managed Print FAQ: cms.business-services.upenn.edu/purchasing/images/stories/pdfs/mps-faq-for_program_launchv1.pdf

W.12 We remind staff to bring their own mugs and we have reusable mugs available for attendees to meetings in our office.

Intent:

The average American office worker uses about 500 disposable cups every year. If you buy just one cup of coffee or tea in a disposable cup every day, you’ll create about 23 pounds of waste in one year. It only takes about 24 uses of a reusable stainless steel coffee container to break even with a disposable paper coffee cup in terms of energy used to create the initial product.

Point Value: 1 point

Instructions:

Dear ,

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Our office is committed to Penn's *Climate Action Plan 2.0* and improving campus sustainability. As part of that effort, we want to eliminate paper/plastic cup waste from our office. We have a supply of reusable mugs. Please remember to bring your mug to upcoming meetings. Thank you for doing your part to make Penn more sustainable.

W.13 At our events and meetings we use reusable cups, dishware, and utensils

Intent:

Reducing consumption of disposable cups, plates, and utensils cuts down on the resources and energy used to produce these items and reduces Penn's contribution to the landfill. Plastic silverware is made from petroleum and release toxins when they decompose. The average disposable paper cup is lined with a petroleum-based substance in order to keep its liquid from seeping into the paper fiber.

Point Value: 3 points

Instructions:

To switch to reusables or compostables:

1. Purchase reusable cups, dishware, and utensils for office use.
Alternatively, purchase compostable cups, dishware, and utensils for office use.
2. When using a caterer, then ask one of the local, sustainable caterers listed below to supply their own reusable products for your event or meeting, or to provide a fully compostable alternative.
3. Inform the office of the new supplies and their locations.

Resources:

Penn Purchasing Services: cms.business-services.upenn.edu/purchasing/

For more tips on greening your event, see our Green Event Guide:
www.upenn.edu/sustainability/guides-manuals/green-event-guide

W.14 We regularly consult the Green Events Guide for information on how to green our meetings and events (at least 80% of the staff meetings are Green Events).

Intent:

Green Events mean that your office eliminates unnecessary paper handouts and trash from its office meetings and events. This represents a strong office commitment to sustainability and provides an opportunity to show your office guests your dedication to reduce waste.

Point Value: 2 points

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Instructions:

The [Green Event Guide](#) was developed by the Penn Sustainability Office to help students, faculty and staff in the Penn community host more ecologically sustainable events. Whether you are hosting a department-wide gathering, a small staff meeting, or lunchtime seminar, it is possible for you to significantly minimize waste and conserve natural resources during your next event.

www.upenn.edu/sustainability/guides-manuals/green-event-guide

Resources:

Penn Recycling and Landfill Posters

www.facilities.upenn.edu/sustainability/waste-management-and-recycling

W.15 In the lunch/break room, we have replaced disposables with permanent ware (mugs, dishes, utensils, etc.) and use refillable or bulk containers for sugar, salt & pepper, ketchup, etc. to avoid individual condiment packets.

Intent:

The average American office worker uses about 500 disposable cups every year. If you buy just one cup of coffee or tea in a disposable cup every day, you'll create about 23 pounds of waste in one year. Using refillable and bulk containers reduces the waste associated with individual packets.

Point Value: 3 points

Instructions:

How to replace disposables with reusables:

1. Determine what your most common dishware and individual use items are.
2. Invest in reusable alternatives and refillable dispensers or bulk containers.
3. Place them in a convenient location and inform office members of this location.
4. Remind office members not to collect disposables and individual condiment packets when they pick up food, but rather to use the reusables at the office.

Resources:

Penn Purchasing Services: cms.business-services.upenn.edu/purchasing/

W.16a We have installed a Quench filter or other piped filtration system and have eliminated purchases of any bottled water OR

W.16b We have purchased an activated carbon filter (e.g. Brita) and have eliminated purchases of any bottled water.

Intent:

Plastic bottles are made of petroleum and they often end up in the trash rather than the recycling bin. The water is pumped far from where it is sold, creating needless pollution as trucks and barges transport it across the country or around the world. Furthermore, bottled water is rarely as closely monitored as tap water and thus may not be of as high quality.

Point Value:

- a. 4 points
- b. 2 points

Instructions:

Contact your Building Administrator to discuss the possibility of installing a Quench filter.

OR

Purchase an activated carbon filter and make sure to educate members of the department on the usage and purpose of the new filtration system or water filter.

Resources:

Contact your Building Administrator about installing a Quench or other filter in your office. Quench Filter listing on Penn Purchasing: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/492-408045.html

Consider making an office policy to eliminate purchases of bottled water. Provide filtered water and reusable glasses at office meetings for guests instead.

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

W.17 We list any used equipment, furniture, and supplies on BEN's Attic or try to donate before disposing of them.

Intent:

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Equipment, furniture, and supply reuse reduces the amount of raw materials used to create new items. This also reduces the amount of waste generated, as items are not sent to the landfill.

Point Value: 1 point

Instructions:

How to post on BEN's Attic:

upenn.unl.edu/default.aspx

In the left hand column of the home page, click on 'BEN's Attic Training' to view a step by step PowerPoint for buying items from and posting items for sale to Ben's Attic.

Please note that BEN's Attic is for departmental use only. No personal purchase or listings are allowed. All faculty and staff with a PENNkey can login to access the BEN's Attic system and view listings. To purchase or sell items for your department you must be a TAC cardholder or designee. The TAC cardholder (or designee) will need to enter the account code when submitting a listing for purchase or disposal.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

W.18 We work with our furniture suppliers to take our unwanted or damaged furniture for use in their recycling or refurbishing programs.

Intent:

To find beneficial uses and keep unwanted or damaged furniture out of the landfill.

Point Value: 2 points

Instructions:

When purchasing new furniture, ask the furniture dealer if they have a recycling or refurbishing program for old furniture (the furniture you are replacing)

You can also ask the dealer to recycle unwanted furniture when they make the delivery (this is less preferable to arranging it with them ahead of time).

If the dealer does not have a program or will not recycle the used furniture, you can recycle the furniture through eForce or Elemental, two Penn approved vendors.

Resources:

eForce: www.eforcecompliance.com

Elemental: <http://eleminc.com/>

W.19 We reviewed proper recycling practices at a recent staff meeting or through an office email to ensure that all members of our office are aware of the procedures and have had their questions answered.

Intent:

Education increases program awareness and reduces recycling contamination and loss of recyclables to the trash.

Point Value: 1 point

Instructions: Information to include in a presentation or email:

Penn uses single-stream recycling. This means that all recyclable items can be placed together in the same bin. Some areas on campus still have separate bins for "Mixed Paper" and "Plastic/Glass/Aluminum", but all recyclables go to a single stream recycling facility. When the recyclables are taken to the recycling facility, machinery sorts them so that they can be recycled appropriately. Below is a detailed list of what can be recycled on campus:

Paper, cardboard, glass, plastics, metals, all hard plastics, all colors of clean glass, all standard paper, all clean cardboard, all metals

If you provide boxes/recycling opportunities for specialty items, such as pens, cell phones, e-waste, include that in your presentation.

For recycling specialty items:

- Batteries: Your office can use the Big Green Box program (www.biggreenbox.com/) to recycle portable electronics and all batteries, including alkaline. The Big Green Box is shipped to your office pre-constructed. Place the box in a convenient location and start recycling your portable electronic and batteries. Once the box is full, drop it off at any FedEx shipping location to have the contents recycled. Shipping costs are included in the initial price of the box. You can also find a drop off location for these items through www.call2recycle.org/.
- Pens/Pencils: All brands of pens and markers are acceptable. For every writing instrument that Penn recycles, the University will receive two cents (\$0.02), which will be designated to the new Green Fund. www.purchasing.upenn.edu/green-initiative/sanford.php

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- Printer Toner/Inkjet cartridges: If you need a collection box for used ink and toner cartridges, simply request to Telrose Corporation Customer Service and a box will be delivered to you free of charge. www.purchasing.upenn.edu/green-initiative/green-g.php Unneeded furniture and equipment: Offer to the Penn Community using Ben's Attic! See upenn.unl.edu/
- Computers, Printers and other Electronics: Separate out and arrange for e-waste pick up! www.upenn.edu/computing/greenit/equipment.htmlw for more info

Other Best Practices for Waste Reduction Include:

- Use reusable mugs and bottles rather than disposable for beverages.
- Print only when necessary, and then print double-sided.
- Shop with reusable bags.
- Eat with reusable plates and silverware, and store leftovers in reusable containers.
- Purchase items with minimal or no packaging when possible.
- Purchase items with recycled content when possible, especially paper products.
- Inquire about programs to donate used printer cartridges (i.e. local schools).
- Support suppliers with a sustainability program.

Resources:

Consult the Facilities website for more detailed information about what and where to recycle on campus. www.facilities.upenn.edu/sustainability/waste-management-and-recycling

W.20 We have eliminated desk-side trash containers and switched to desk-side recycling with central trash locations.

Intent:

Desk side recycling can help improve participation rates by making recycling easier. Switching to central trash means that occupants must make an extra effort to place things in the landfill stream, often reducing trash volumes significantly. This can help the University reach its recycling rate goal of 30% by 2019, and continue to reduce overall municipal solid waste.

Point Value: 4 points

Instructions:

How to switch to desk-side trash:

1. Work with Building Administrator to purchase desk-side recycling bins for all staff.
2. Clearly label the new central trash bins and be sure employees are aware of their locations.

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3. Provide staff with information about why this program is important and about new responsibilities for waste management. Ensure employees understand what should be recycled desk-side and what must be thrown away in the central trash bins. This is a good opportunity for a sustainability 101 presentation.

Resources:

Email sustainability@upenn.edu for information about desk-side bins

Recycling and trash signs can be found here:

www.upenn.edu/sustainability/resources/posters.html

More information about waste minimization and recycling can be found here:

www.upenn.edu/sustainability/waste.html

Information on what can be recycled at Penn can be found here:

www.facilities.upenn.edu/sustain_wast.php

W.21 There are trash, recycling and composting bins (where appropriate) in meeting rooms, conference rooms and classrooms, and these bins are clearly labeled with the correct signage.

Intent:

Separating trash, recycling and compost can prevent unnecessary waste from ending up in landfills. By locating the three bins next to each other in convenient locations it can encourage users to easily separate their waste.

Single Stream Recycling - Use the BLUE bins

- Penn uses single-stream recycling. This means that all recyclable items can be placed together in the same bin. Some areas on campus still have separate bins for "Mixed Paper" and "Plastic/Glass/Aluminum", but all recyclables go to a single stream recycling facility. When the recyclables are taken to the recycling facility, they get sorted by machinery so that they can be recycled appropriately.

Landfill Trash - Use the GRAY or BLACK bins

- Waste is considered landfill trash when no alternative disposal options exist, and includes Styrofoam and (when composting is not available) food waste and food-soiled plastics/paper. Hazardous materials, such as non-alkaline batteries and CFL bulbs, should not be placed into trash bins.

Point Value: 1 point

Instructions:

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Contact your Building Administrator in order to purchase the necessary black (trash), blue (recycling), and green (compost bins) and then label them on arrival. It is important to educate members of the department on what can be placed in each bin to avoid contamination.

Resources:

Recycling and trash signs can be found here:

www.facilities.upenn.edu/sustainability/waste-management-and-recycling

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

W.22 We recycle inkjet and laser jet cartridges.

Intent: Ink cartridges are made out of plastic, which is a petroleum-based product that takes about 1000 years to decompose. Also, the energy needed to produce a new cartridge is several times the amount needed to reuse or recycle an old one. Three pounds of raw materials are saved when you recycle an empty ink cartridge.

Point Value: 3 points

Instructions:

How to recycle your ink and toner cartridges:

Business Services has joined with Telrose Corporation and Office Depot to provide easy and convenient recycling programs for all used ink and toner cartridges. Rather than shipping these cartridges individually, Telrose is consolidating shipments for the entire University. Your Telrose delivery person will pick-up used cartridges from your office, palletize them, and ship them in bulk to the manufacturer.

To request a pick-up of your used cartridges, or if you need a free collection box, send an email with your name, address, and suite/office to support@telrosecorp.com

It's easy, convenient, and free!

Resources:

For tips on making your purchasing decisions more sustainable visit: cms.business-services.upenn.edu/purchasing/sustainable-purchasing.html

W.23 We do a large e-waste drive annually or more frequently.

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Intent:

E-waste contains many harmful materials that should not be taken to landfills but can be recycled and reused. Providing an easy way to collect these materials increase participation and encourages office members to properly dispose of this material.

Point Value: 3 points

Instructions:

Green IT provides a number of ways to recycle e-waste and ensure its proper disposal.
www.upenn.edu/computing/greenit/equipment.html

To host an office e-waste collection drive:

1. Be aware that most vendors, such as Elemental and eforce that have University contracts, will charge for recycling services. Because of this, you may consider coordinating your drive with other offices on your floor or in your building to reduce costs.
2. Publicize your event with announcements at office meetings, through an office email, and/or posters. Remind office members well in advance and again right before the event.
3. Make sure the collection location is central and easy to find. Work with your IT staff so you have their technical help on the day of the event if needed.

Resources:

Green IT provides a number of recyclers:
www.upenn.edu/computing/greenit/equipment.html

eForce: cms.business-services.upenn.edu/purchasing/component/content/article/10-supplier-database/223-479630.html

Elemental: cms.business-services.upenn.edu/purchasing/component/content/article/10-supplier-database/224-193966.html

W.24 We recycle all electronics that leave our office.

Intent:

E-waste contains many harmful materials that should not be taken to landfills but can be recycled and reused.

Point Value: 4 points

Instructions:

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How to recycle your office electronics:

Green IT provides a number of ways to recycle e-waste and ensure its proper disposal.

www.upenn.edu/computing/greenit/equipment.html

1. Select a recycling vendor.
2. Create an office policy that all electronic equipment that is going to be disposed of is to be recycled through that vendor.

Resources:

Green IT provides a number of recyclers:

www.upenn.edu/computing/greenit/equipment.html

eForce www.purchasing.upenn.edu/buyinfo/suppliers/eforce.php

Elemental www.purchasing.upenn.edu/buyinfo/suppliers/elemental.php

W.25 We provide a box or bin for writing implement recycling. These collection areas have been publicized and there are signs indicating what can be recycled.

Intent:

Increasing recycling opportunities will help achieve Penn's *Climate Action Plan 2.0's* goals. Business Services a new writing instrument recycling program in partnership with Sandford, Office Depot, and Terracycle to recycle all writing instruments. For every writing instrument that Penn recycles, two cents will be designated to the Penn Green Fund.

Point Value: 1 point

Instructions:

Find a convenient, central location within the office where these items can be regularly collected. Clearly label the bins.

Inform office members of the bin location and educate them on what can be collected.

Have one office member in charge of regularly emptying the bins to a central campus location.

Contact Tracy Hawkins, Executive Assistant and Project Lead, at hawkinst@upenn.edu about pen recycling collection.

Resources:

For more information see: www.upenn.edu/sustainability/waste.html
www.upenn.edu/computing/greenit/equipment.html

W.26 We provide a box or bin for cell phone recycling. These collection areas have been publicized and there are signs indicating what can be recycled.

Intent:

Increasing recycling opportunities will help increase the University's recycling rate and help move towards the *Climate Action Plan 2.0* goal of a 30% recycling rate by 2019.

Point Value: 2 points

Instructions:

Find a convenient, central location within the office where these items can be regularly collected. Clearly label the bins.

Inform office members of the bin location and educate them on what can be collected.

Your office can use the Big Green Box program (www.biggreenbox.com) to recycle cell phones. The Big Green Box is shipped to your office pre-constructed. Place the box in a convenient location and start recycling your cell phones (portable electronics and batteries can also be recycled in the Big Green Box). Once the box is full, drop it off at any FedEx shipping location to have the contents recycled. Shipping costs are included in the initial price of the box. You can also find a drop off location for these items through www.call2recycle.org/.

Resources:

For more information see: www.upenn.edu/sustainability/waste.html
www.upenn.edu/computing/greenit/equipment.html

Call2Recycle can set up cell phone recycling: www.call2recycle.org/

W.27 We use a battery recycling service, such as Big Green Box.

Intent:

Batteries contain harmful materials such as mercury and lead that should not be thrown in landfills.

Point Value: 2 points

Instructions:

Contact Big Green Box and Call2Recycle to get pricing information and details to see which best meets your needs. Place in an area that has oversight, such as departmental offices that are open all day. It is best if the location has someone from the office there to answer questions and tell people to put the batteries in the baggies.

Penn Green Office How-To Guide

Be aware of the stickers you put on top of the box before shipping - they are important. Lithium should not be sent via airmail, so definitely make sure to put both stickers on the front of the box before sending.

Resources:

The two main services used are:

Big Green Box: www.biggreenbox.com/

Call2Recycle www.call2recycle.org/

W.28 We use rechargeable batteries (instead of disposable) at least 50% of the time.

Intent:

Batteries contain harmful materials such as mercury and lead that should not be thrown in landfills. Using rechargeable batteries reduces disposal of these harmful materials.

Point Value: 2 points

Instructions:

Identify which electronic devices can use rechargeable batteries.

Purchase a battery charger and rechargeable batteries for portable electronic devices in the office.

Store these in a central location and inform office members of their existence and location.

Label the rechargeable batteries so they are not mistaken or mixed up with personal belongings.

Remember to unplug the charger when it is not in use.

Track purchases of rechargeable and disposable batteries.

Resources:

www.upenn.edu/sustainability/waste.html

Penn Purchasing Services: cms.business-services.upenn.edu/purchasing/

For Safe Disposal, see EHRS:

www.ehrs.upenn.edu/programs/environ/waste/battery_disposal.html

P.1 We have a created a comprehensive inventory of office and other consumable supplies to avoid over-ordering.

Penn Green Office How-To Guide

Intent:

Reducing excess orders reduces the waste associated with manufacturing and delivery of these supplies that are not needed. It also reduces the unnecessary costs associated with maintaining stores of extra supplies.

Point Value: 4 points

Instructions:

How to create a comprehensive supply inventory:

1. Review existing stock and create a list of what you currently have and how much excess is in storage. Be sure to look in all storage locations and back corners for excess. Consider including office supplies, kitchen supplies, and anything else purchased regularly for the office. Consider asking office members to clean out their desks of excess before the inventory is conducted.
2. The list should be in a form that can be easily updated as supplies run out and new supplies are ordered.
3. Ensure purchasing staff review the list before purchasing additional stock. If your office has multiple purchasers, ensure that each has access to the list and can update it as orders are made.
4. Make it standard procedure to update the list every time supplies are ordered and used.

P.2 We commit to consolidate orders so that we do not make single item purchases:

a. Less than \$50

b. Less than \$100

b. Less than \$200

Intent:

Order consolidation reduces transportation emissions, packaging, fuel usage, and carbon emissions.

NOTE: Orders of \$200 or more receive a 2% point-of-sale discount from Office Depot.

Point Value:

- a. 2 points
- b. 3 points
- c. 4 points

Instructions:

How to consolidate orders:

1. Inform office purchasing and office members of your goal and why this is important.

Penn Green Office How-To Guide

2. Ask purchasing to keep track of order requests until they reach the desired total. Remind them not to make individual orders but rather to only place orders at or above the desired minimum.
3. Depending upon your office's purchasing needs, this may simply mean placing orders once a week or every two weeks. Selecting a standard day for ordering can also help office members anticipate and plan around ordering times.

Resources:

Green Purchasing: cms.business-services.upenn.edu/purchasing/

P.3 We purchase copy, computer, and fax paper with a minimum:

- a. 30% post-consumer waste content**
- b. 100% post-consumer waste content**
- c. Chlorine free**
- d. Forest Stewardship Council (FSC) certified**

Intent:

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 1 point
- b. 3 points
- c. 1 additional point
- d. 1 additional point

Instructions:

To purchase paper with recycled content from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/122-penn-marketplace.html

P.4 We purchase letterhead, envelopes, and business cards with a minimum:

- a. 30% post-consumer waste content**
- b. 100% post-consumer waste content**
- c. Chlorine free**
- d. Forest Stewardship Council (FSC) certified**

Intent:

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 1 point
- b. 3 points
- c. 1 additional point
- d. 1 additional point

Instructions:

To purchase paper with recycled content from an approved vendor, visit the Penn Green Purchasing website for “Business Cards & Stationary”:

<http://cms.business-services.upenn.edu/purchasing/component/content/article/10-supplier-database/272-60185.html>

P.5 We purchase janitorial paper (toilet paper, tissues, and paper towels) with a minimum:

- a. 35% post consumer waste content**
- b. 100% post consumer waste content**
- c. Unbleached and/or chlorine free**
- d. Forest Stewardship Council (FSC) certified**

Intent:

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products. Recycled products decrease the demand for wood and generate less pollution during manufacturing because the fibers have already been processed once.

Point Value:

- a. 1 point
- b. 3 points
- c. 1 additional point
- d. 1 additional point

Instructions:

To purchase janitorial paper with recycled content from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/122-penn-marketplace.html

** If we do not make purchasing decisions, we have contacted our Building Administrator and requested the indicated purchase.*

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

P.6 We purchase folders, notepads, post-its, or other paper products with a minimum:

a. 10% post-consumer waste content

b. 30% post-consumer waste content

c. 100% post-consumer waste content

Intent:

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

a. 1 point

b. 2 points

c. 3 points

Instructions:

To purchase paper with recycled content from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/122-penn-marketplace.html

P.7 We have replaced solvent-based permanent ink markers/pens with water-based ones.

Intent:

Solvent-based markers and pens can have hazardous materials and aromas that can be harmful to office members and the environment.

Point Value: 1 point

Instructions:

To purchase products from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/122-penn-marketplace.html

P.8 We purchase only recycled or remanufactured laser and copier toner cartridges.

Intent:

Ink cartridges are made out of plastic, which is a petroleum-based product that takes about 1000 years to decompose. Also, the energy needed to produce a new cartridge is several times the amount needed to reuse or recycle an old one. Three pounds of raw materials are saved when you recycle an empty ink cartridge.

Point Value: 3 points

Instructions:

To purchase products with recycled content from an approved vendor, visit the Telrose website for Office Depot in the Penn Marketplace: cms.business-services.upenn.edu/purchasing/about/strategic-sourcing/information-technology/122-penn-marketplace.html

P.9 We require our external printing contractor to use:

- a. Vegetable-based inks for all publications**
- b. Paper with 30% post consumer waste content**
- c. Paper with 100% post consumer waste content**
- d. Forest Stewardship Council (FSC) certified**

Intent:

Using products with recycled content reduces the quantity of virgin resources used, reduces the quantity of waste sent to the landfill, and increases market demand for greener products.

Point Value:

- a. 4 points
- b. 1 point
- c. 3 points
- d. 1 additional point

Instructions:

Penn Print and Interactive Communications cms.business-services.upenn.edu/publications/

When placing your order remember to specify the use of vegetable-based inks (ex. soy) and recycled paper content.

Wharton Reprographics
reprographics.wharton.upenn.edu/index.cfm

When working with Wharton Reprographics you may need to speak with them directly to request recycled content paper. The use of vegetable-based inks may not be available, but it is worth requesting.

P.10 We ask our designer to design publications that require fewer varnishes and coatings, and can be easily recycled.

Intent:

Reducing varnishes and coatings reduce the use of chemicals associated with these materials. Ensuring your product is easily recycled is important to helping the University reach its recycling goals as stated in the *Climate Action Plan*.

Point Value: 3 points

Instructions:

To create recyclable publications:

1. Talk to your publication designer regarding the type of publication, planned binding that should be utilized, and the desire for fewer varnishes and coatings.
2. Review the publication's printing specifications to make sure it is aligned with your desires and your discussions with the designer.
3. Work with the printer to ensure that they can print the documents meeting all of your specifications and cost requirements.

Resources:

Penn Print and Interactive Communications cms.business-services.upenn.edu/publications/

Wharton Reprographics
reprographics.wharton.upenn.edu/index.cfm

P.11 We have the caterer provide drinks and snacks in bulk rather than individual containers.

Intent:

Bulk containers reduce the excess waste associated with individual packaging.

Point Value: 2 points

Instructions:

Penn Green Office How-To Guide

Ask your caterer to provide drinks and snacks in bulk containers.
Ask your caterer not to provide individually packaged drinks and snacks.

Resources:

The Penn Green Events Guide: www.upenn.edu/sustainability/guides-manuals/green-event-guide

More information about Green Catering options at Bon Appetit:
bonappetitupenn.catertrax.com
Bon Appetit offers drinks and snacks in bulk containers.

P.12 We purchase food in bulk trays and avoid purchasing cardboard and plastic-boxed meals.

Intent:

Using bulk containers reduces excess waste associated with individual packaging. Reducing packaging cuts down on the use of resources used to create the packaging as well as the energy used to produce and distribute the packaging.

Point Value: 2 points

Instructions:

Ask your caterer to provide meals on family style trays rather than in individually packaged meals.

Serve food buffet style and ask one of the local, sustainable caterers to supply their own reusable products for your event or meeting.

Resources:

The Penn Green Events Guide: www.upenn.edu/sustainability/guides-manuals/green-event-guide

P.13 We use caterers that source locally grown produce

Intent:

Locally grown produce requires less energy to be transported from the farm to Penn.

Point Value: 1 point

Instructions:

Ask your potential caterers whether they use locally grown produce.

Resources:

The Green Events Guide has further resources for catering:
www.upenn.edu/sustainability/guides-manuals/green-event-guide

P.14 We include at least 50% vegetarian or vegan options in all our orders.

Intent:

Vegetarian and vegan menu options, being meatless, typically require less energy to grow the meal components than meat-based menu options.

Point Value: 1 point

Instructions:

Ask your potential caterers for their vegetarian and vegan options.
Order vegetarian or vegan options for at least 50% of the meals ordered.

Resources:

The Green Events Guide has further resources for catering:
www.upenn.edu/sustainability/guides-manuals/green-event-guide

P.15 At least 50% of our events or conferences are paper-free; we only provide materials electronically.

Intent:

Paper-free events represent a strong office commitment to sustainability and provide an opportunity to show your guests your dedication to reduce waste.

Point Value: 3 points

Instructions:

Provide materials, such as an agenda or PowerPoint presentations, via email in advance or on the event website.

Ask attendees to print only when necessary.

Penn Green Office How-To Guide

Give each participant a USB key, as their giveaway, with all the materials on it.

Project the agenda and other relevant materials on a screen in the meeting room or throughout the space

Resources:

The Green Events Guide has further resources: www.upenn.edu/sustainability/guides-manuals/green-event-guide

P.16 We only purchase giveaway items/prizes that are made of recycled material or that are a reusable item that replaces a disposable one (e.g. coffee cup).

Intent: Promoting recycled materials can raise awareness about the available options, and reduce the amount of virgin materials that need to be used. Reusable items like mugs and water bottles are useful prizes that can be kept in the office and reduce the use of disposable cups.

Point Value: 1 point

Instructions:

Look at the recycled content of materials when purchasing prizes, and consider items that will be useful as well as reusable.

P.17 For new office furniture:

- a. We reuse furniture from Ben's Attic before purchasing new office furniture.**
- b. We buy refurbished furniture.**
- c. We buy new furniture with at least 50% recycled content.**

Intent:

Recycled, reused, and refurbished furniture reduces the use of raw materials and energy required to create new furniture. Local reuse also reduces the energy associated with transporting furniture to campus.

Point Value:

- a. 4 points
- b. 3 points
- c. 2 points

Instructions:

How to purchase on BEN's Attic:

In the left hand column of the home page, click on 'BEN's Attic Training' to view a step by step PowerPoint for buying items from and posting items for sale to Ben's Attic.

Please note that BEN's Attic is for departmental use only. No personal purchase or listings are allowed. All faculty and staff with a PENNkey can login to access the BEN's Attic system and view listings. To purchase or sell items for your department you must be a TAC cardholder or designee. The TAC cardholder (or designee) will need to enter the account code when submitting a listing for purchase or disposal.

Resources:

BEN's Attic
upenn.unl.edu/default.aspx

To purchase products from an approved vendor, visit the Penn Green Purchasing website:
cms.business-services.upenn.edu/purchasing/

P.18 All of our computer purchases meet at least EPEAT silver standards.

Intent:

EPEAT®-registered products meet strict environmental criteria that address the full product lifecycle, from energy conservation and toxic materials to product longevity and end-of-life management. EPEAT-registered products offer a reduced environmental impact across their lifecycles.

Point Value: 1 point

Instructions:

When you are looking to purchase a computer, you can either:

1. Search the EPEAT Registry for the type of computer and size you are looking for to see what the available options are that are silver or gold certified.

ww2.epeat.net/PublicSearch.aspx?return=true,h

or

2. Check the certification of the computer you want to purchase by going to the search site

ww2.epeat.net/searchoptions.aspx

Some things to know for the most common computers purchased, as of 4/1/2014:

All Apple and ASUS products are Gold Certified.

All Dell displays are at least Silver certified, you need to check on desktops and notebooks.

All HP notebooks, displays, and desktops are at least Silver certified.

P.19 Any new equipment we purchase is ENERGY STAR rated, if applicable. If ENERGY STAR is not available, we work with our vendor to purchase the most efficient option.

Intent:

ENERGY STAR rated equipment uses at least 40% less energy, saves money, and helps protect the environment. These devices also run cooler and last longer than standard machines. The ENERGY STAR label identifies products that deliver the same or better performance as comparable models while using less energy and saving money.

Point Value: 1 point

Instructions:

The Green Purchasing website has a guide to help identify ENERGY STAR products offered by Penn approved vendors.

Resources:

To purchase products from an approved vendor, visit the Penn Green Purchasing website: cms.business-services.upenn.edu/purchasing/sustainable-purchasing/how-to-buy-green.html

E.1 We have control over our thermostat and keep it set at 68 for heating and 78 for cooling.

Intent:

Maintaining the 68/78 temperature settings saves energy by preventing over heating or cooling the office space.

Point Value: 3 points

Instructions:

If your office controls their own thermostat, assign one person to monitor the thermostat and regulate the temperature as per the above settings.

Inform the office of the new policy and remind members to dress appropriately.

E.2 We have coordinated with our Building Administrator to identify areas that do not require heating and cooling during off-hours, breaks, or other periods of time.

Intent:

Removing areas from unnecessary thermal control can result in significant energy savings, particularly during weekends and extended break periods.

Point Value: 3 points

Instructions:

Work with your office Building Administrator to identify appropriate spaces.

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

E.3 We leave clear space in front of all our radiators and vents.

Intent:

Leaving radiators and vents clear allows for better airflow within the office. This allows the radiators and vents to heat and cool the space more efficiently, using less energy and also saving the office money.

Point Value: 3 points

Instructions:

Inform your office of the new clear space policy and ask for their help and cooperation in keeping these areas clutter free.

Identify one person in your office who can be in charge of regularly checking radiators and vents to ensure that they are not blocked and open space is maintained around them.

E.4 We have designated a person to report all complaints and temperature fluctuations in our office.

Intent:

Penn Facilities continually works to address temperature fluctuations and issues in campus buildings. However, they cannot address issues they are not aware of. It is most efficient if these issues are collected by one office member and reported together.

Point Value: 1 points

Instructions:

Identify one person within your office who can collect office complaints about temperature issues and fluctuations. This person should regularly report these issues to the Building Administrator so they can work with Facilities to fix them where possible. Consider having this position rotate regularly.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

E.5 We examined our office's use of networked printers with respect to managed print and have worked with our IT groups to consolidate use.

Intent:

Electronic devices use energy when plugged in, even when they are off, so taking these devices offline will reduce energy consumption. Reducing excess printer and copier capacity can have a significant impact on energy consumption. Printers and copiers account for 20-25% of office electricity use.

Point Value: 3 points

Instructions:

Contact your IT support to discuss use evaluation and consolidation.

Consider whether there are printers that are only used a few times a day or if there are any unnecessary desktop printers. These are examples of potential opportunities to eliminate a printer and still have sufficient capacity. You may also consider keeping the extra printer(s) unplugged except for times of larger print volumes if they are not used daily but the office does have occasional instances when it needs higher capacity.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html

Green IT website www.upenn.edu/computing/greenit/

E.6 We have sleep mode and auto-off enabled on all copiers and all printers.

Intent:

Sleep mode uses less energy than a full power state for these devices, and because many are used infrequently throughout the day, significant energy and money can be saved by allowing them to fall into sleep mode while idle. Sleep mode also helps these devices last longer. ENERGY STAR copiers should be enabled to go into low power mode after 15 minutes of inactivity and “auto-off” after 90 minutes, or less, of inactivity.

Point Value: 1 point

Instructions:

Contact your school’s IT coordinator to set up sleep mode and auto-off on communal copiers and printers.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html
Green IT website www.upenn.edu/computing/greenit/

E.7 We enabled the recommended power management settings on our computers. If changing these settings requires administrative rights, we have contacted our IT group for assistance.

Intent:

A PC in idle mode eats up the same amount of energy as in full-power mode. However, if you put your PC in power saver mode, you save energy and money. In case of a power failure, you might lose all the unsaved data on an idle PC. However, your documents remain safe in power saver mode, even during power cuts, as they are saved to the computer memory or hard disk and can be opened easily.

Point Value: 2 points

Instructions:

Contact your IT support to enable power management settings.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html
Green IT website www.upenn.edu/computing/greenit/

E.8 We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use.

Intent:

A PC in idle mode eats up the same amount of energy as in full-power mode. However, if you put your PC in power saver mode, you save energy and money. In case of a power failure, you might lose all the unsaved data on an idle PC. However, your documents remain safe in power saver mode, even during power cuts, as they are saved to the computer memory or hard disk and can be opened easily. Computers in energy saving modes use 2% of the energy used when at full power.

Point Value: 1 point

Instructions:

How to set up standby or hibernate:

1. Go to the Start menu.
2. In the bottom right hand corner will be a standby icon and an arrow. Click the standby icon to set the computer to standby mode. Or, click the arrow so a list appears, shut down and hibernate will be two of the listed options.

Contact your IT support to enable power management settings if you do not have permission.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html
Green IT website www.upenn.edu/computing/greenit/

E.9 We have arranged with our IT group to be able to shut down our computers at night and it is now office policy to shut down computers at the end of the workday.

Intent:

Computers continue to draw electricity while in sleep mode. For example, a desktop computer may draw on average 74 W when on and idle; it still draws 21 W when in sleep mode. When turned off (and still plugged in) the average draw drops to 2.8W.

Point Value: 4 points

Instructions:

How to establish an office policy to shut down computers:

1. Identify the hours during which the computers in your office are in use. For example, the first staff arrive starting at 7:30 and the last leave around 6:00. If this is the case, then there is an opportunity to implement an computer shut down policy.
2. Contact your IT staff to discuss what their needs for updating computers are. Work with them to arrange regular update times when either they can centrally turn the

computers on or users can leave on the computers. A trial period or pilot project may need to be utilized before full implementation to work out specific operational details.

3. Create a policy that documents the procedures for staff to follow and inform every one of the new policy and procedures.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html

Green IT website www.upenn.edu/computing/greenit/

E.10 We have converted our office to virtual desktops

Intent:

Virtual desktops eliminate the need for CPUs at every desk, reducing the energy use per desk, the amount of material and energy used to produce and dispose of CPU's, thus reducing the life-cycle costs involved in operating an office full of computers.

For a standard desktop that is used Monday through Friday and left on over the weekend so the user can dial in remotely, they are using a base of 50 watts, with a peak of 85 watts when in use (processor at 80%). In contrast, the virtual desktop client only uses 12 watts, which does not change with usage patterns. A standard desktop uses about 10 KWh a week, while the virtual machine uses 2.02 KWh per week, about 1/5th the electricity use.

Point Value: 4 points, partial credit may be given for offices in the process of conversion.

Instructions:

Converting to virtual desktops is a significant investment, which may not be applicable for all office situations. It is also something which cannot be done overnight and is best handled at a school or center level. It is a project that needs to be driven and managed by the IT department.

Talk with your IT staff to see if it is something they have thought about and whether they feel it would be beneficial for the office. If so, find out what type of support from the office they feel would be beneficial in moving this forward.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html

Green IT website www.upenn.edu/computing/greenit/

E.11 a. We use “smart strips” for electronics, chargers, and appliances/devices with digital clocks and program them to shut off each night.

b. We use power strips and surge protectors with an on/off switch for electronics, chargers, and appliances/devices with digital clocks and switch them off each night.

Intent:

Most electronic devices, chargers and any device with a digital clock continue to use electricity when turned off. These are referred to as “vampire” loads and account for 10-15% of commercial energy use. Turning off power strips is the equivalent to unplugging the devices, and eliminating the “vampires.”

Point Value:

- a. 4 points
- b. 3 points

Instructions:

Identify the type of power strip you want to use for your office. There are some with switches available through Office Depot, at this time, “smart strips” need to be purchased externally. Some sources are listed in the resources section. Different strips may be best suited for different groupings of devices, depending upon location and the type of access or control available.

Resources:

Penn Purchasing Services: cms.business-services.upenn.edu/purchasing/

E.12 We encourage our staff to recycle “old” computer equipment that no longer meets power standards.

Intent:

Computer equipment is updated and made more efficient with each new model. Recycling the energy “hogs” among your computer equipment can significantly reduce office energy use.

Point Value: 3 points

Instructions:

How to clean out “old” computer equipment:

1. Ask staff to identify if they have:
 - Computer monitors that are more than 8 years old,
 - Computers that are more than 4 years old, or
 - Printers that are more than 5 years old.

2. Create a list, from oldest to newest, of equipment that should be replaced or budgeted for replacement.
3. When new equipment is purchased, require the user to recycle the old equipment before they can receive the replacement.

E.13 We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist for leaving their office.

Intent:

Unplugging electronics over extended breaks reduces energy consumption as many of these devices continue to use a small amount of energy while powered off but still plugged in. Closing blinds will reduce energy loss through windows and excess heating from direct sunlight.

Point Value: 1 point

Instructions:

Sample Checklist:

- Unplug electronics at the source
- Turn off all lights
- Close all blinds
- Close windows tightly, including storm windows if you have them.
- Turn down air conditioning (raise temperature) and heating (lower temperature) if you have the controls.
- Tightly turn off faucets and report any leaks
- Water plants

Contact IT staff for assistance where necessary.

Resources:

IT support for Staff listing www.upenn.edu/computing/view/support/staff.html

Green IT website www.upenn.edu/computing/greenit/

Facilities Service Request www.facilities.upenn.edu/serv_repair.php

E.14 Lights are turned off when not in use during the day and at night, including in the common areas such as kitchens, conference rooms, storage closets, and bathrooms:

- a. We have installed motion sensors.
- b. We have posted prompts near light switches to encourage energy conservation.

Intent:

Penn Green Office How-To Guide

Turning off lights is more energy efficient than leaving them on when the area is not in use.

Point Value:

- a. 1 point per motion sensor
- b. 1 point

Instructions:

Remind staff to turn off lights after leaving common spaces in a staff meeting or email.

If appropriate, assign someone in the office to turn off lights when leaving at the end of the day.

Post reminder signs on common area light switches to remind users to turn out the lights upon exiting.

Signs can be found here: www.upenn.edu/sustainability/resources/posters.html How to install motion sensors:

1. Work with your Building Administrator to identify places where lights could be placed on a motion sensor or automatic timer.
2. Discuss the installation of motion sensors where appropriate.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

E.15 Hard-wired lights without on/off switches have been retrofitted to be controllable and provide the appropriate lighting levels.

Intent:

Turning off lights is more energy efficient than leaving them on when the area is not in use.

Point Value: 4 points

Instructions:

Work with your Building Administrator to determine where retrofits are appropriate and to get an estimate of the cost of retrofitting the hard-wired lighting areas.

If a renovation is planned, work with the staff in charge of the renovation to ensure that the lighting retrofit is included as part of the renovation project.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

E.16 We have worked with our Building Administrator to assess overhead lighting lumens/foot- candles in the office and switch to more energy efficient bulbs where possible.

Intent:

Energy efficient bulbs can use up to 75% less energy while producing the same amount of light output. They also last six-ten times longer, and can reduce energy bills.

Point Value: 2 points

Instructions:

How to switch to more efficient bulbs:

1. Contact your Building Administrator to set up a time to assess overhead lighting and identify places where you could consider switching to more efficient options.
2. Work with your Building Administrator to make a plan for making the lighting changes deemed appropriate.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

E.17 All of our workstations and desks have task lights fitted with CFLs or LEDs, which we use when working after hours, times that the office is mostly empty, or other times when full overhead lighting is not necessary.

Intent:

Energy efficient bulbs can use up to 75% less energy while producing the same amount of light output. They also last six-ten times longer, and can reduce energy bills. Turning off overhead lights and using only the necessary lighting can reduce energy use and energy bills as well.

Point Value: 3 points

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Instructions:

How to fit desks with individual lights:

1. Purchase individual lights for all desks and workstations.
2. Identify times and areas where overhead lighting can be turned off.
3. Create an office policy that overhead lighting should be turned off at designated times, when the office is mostly empty, or when full overhead lighting is unnecessary.
4. Inform the office of this policy and ensure individuals have appropriate lighting to complete their work without overhead lighting.

Resources:

To purchase task lights, visit the Penn Green Purchasing website:
cms.business-services.upenn.edu/purchasing/sustainable-purchasing/how-to-buy-green.html

Building Administrator Listing
www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1
(search by building)

E.18 We turn off lights and use natural lighting when possible.

Intent:

Turning off lights and using natural lighting is more energy efficient and reduces energy costs.

Point Value: 3 points

Instructions:

Remind staff to turn off lights when sunlight is sufficient to light spaces

Assign someone in the office to turn off lights when daylight is sufficient. Consider making this a rotating position.

Post reminder signs on common area light switches to remind users to turn out the lights when they are unnecessary.

Resources:

Reminder signs can be found here: www.upenn.edu/sustainability/resources/posters.html

E.19 We have an office policy that blinds/shades will be closed during peak summer to reduce heat coming in windows.

Intent:

Shades & blinds can be used to reduce excessive heating of office space in the summer. This can also reduce the energy needed to maintain the appropriate temperature in the office and increase occupant comfort.

Point Value: 3 points

Instructions:

How to create a new office policy to close blinds:

1. Identify the parameters or decision factors for blind/shade use, ex. time of day, weather conditions, etc. Document the parameters and decision factors in a policy.
2. Identify a person in the office (and a backup) responsible for operation of blinds/shades.
3. Inform staff of the new policy.

E.20 We have an office policy that blinds/shades will be closed at the end of every day during winter heating season. We have appointed an individual to be responsible for closing them every day.

Intent:

Shades & blinds can be used to reduce excessive heat loss from office space overnight during the winter. This can also reduce the energy needed to maintain the appropriate temperature in the office and increase occupant comfort.

Point Value: 3 points

Instructions:

How to create a new office policy to close blinds:

1. Identify the parameters or decision factors for blind/shade use, ex. time of day, weather conditions, etc. Document the parameters and decision factors in a policy.
2. Identify a person in the office (and a backup) responsible for operation of blinds/shades.
3. Inform staff of the new policy.

E.21 Microwaves, coffee makers, small appliances, printers, copiers, etc. are unplugged at night by a designated person or are programmed to shut off through a timer or plug load controller.

Intent:

Most small appliances, electronics, and any device with a digital clock continue to use electricity when turned off. These are referred to as “vampire” loads and account for 10-15% of commercial energy use.

Point Value: 3 points

Instructions:

How to create a new office policy to unplug appliances:

1. Identify the appliances to be unplugged or programmed to shut off.
2. Determine whether you will be unplugging appliances or programming them to shut off through a timer or plug load controller.
3. If you are unplugging appliances manually, identify a person in the office (and a backup) responsible for this task. If you are programming appliances, ensure you have the proper equipment, or purchase the necessary materials.
4. Make sure new equipment is incorporated into the system you establish here.

Resources:

Penn Purchasing: cms.business-services.upenn.edu/purchasing/

E.22 No one uses space heaters in our office.

Intent:

Space heaters are considered energy hogs with very good reason. The smallest electric space heaters can use about 10,000 BTUs per hour. Larger electric space heaters may use over 40,000 BTUs per hour. In addition, using space heaters can throw off the central heating control sensors and create an uncomfortable temperature environment for others in the office.

Point Value: 4 points

Instructions:

How to create a policy prohibiting space heaters:

Penn Green Office How-To Guide

1. Create a policy prohibiting use of space heaters in your office. Have a person designated as the “space heater reminder”. This should alternate among different staff people on a regular basis (e.g. monthly).
2. Inform all staff of the new policy by email and in person at a staff meeting.
3. Identify all current space heaters and ask the staff person to remove it from the office.
4. When a space heater is found to be in use, the designated person should remind the staff member that space heaters are prohibited and ask them to remove it from the office.

WR.1 We have had facilities install a kitchen sink aerator with on/off lever that does not exceed 1.5 gallons per minute.

Intent:

Aerators reduce water flow, saving 30% more water and energy than regular water flow.

Point Value: 2 points

Instructions:

Talk to your Building Administrator about installing a sink aerator in your kitchen. If they agree, they will need to put in a work order to Facilities for an aerator to be installed.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

WR.2 We have designated a person to report any sink leaks (kitchen, bathroom, or lab) to the Building Administrator immediately.

Intent:

Sink leaks can waste a lot of water. Reporting them quickly reduces water waste and ensures they are fixed in a timely manner.

Point Value: 1 point

Instructions:

Designate one person to be in charge of reporting leaks.

Inform staff of this position and remind them to report all leaks immediately to this person.

The designated person reports leaks to the BA immediately so they can be fixed.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

WR.3 We have had Facilities install a bathroom sink aerator that does not exceed 0.5 gallons per minute.

Intent:

Aerators reduce water flow, saving more water and energy than regular flow.

Point Value: 1 point

Instructions:

Talk to your Building Administrator about installing a sink aerator in your bathroom. If they agree, they will need to put in a work order to Facilities for an aerator to be installed.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

H.1 In our kitchen, we use:

a. Environmentally preferable dishwashing soap.

b. Environmentally preferable all-purpose cleaner in place of harsh chemical cleaners.

Intent:

Environmentally preferable dish soap is less toxic to the user. Environmental soaps are also nontoxic, biodegradable and hypoallergenic, and free of petroleum-based cleaners and phosphates. Kosher-certified dish liquid soap is not tested on animals.

Point Value:

a. 1 point

Penn Green Office How-To Guide

b. 2 points

Instructions:

Work with your cleaning staff and purchasing to choose environmental alternatives, such as the one listed below.

Approved Soap www.officedepot.com/a/products/299590/Seventh-Generation-Natural-Liquid-Dish-Soap/

Resources:

Penn Green Purchasing: cms.business-services.upenn.edu/purchasing/sustainable-purchasing/how-to-buy-green.html

H.2 We have at least:

- a. One plant per five people in our office.**
- b. One plant per two people in our office.**

Intent:

Office plants reduce stress and increase productivity. Plants improve indoor air quality, reduce office worker sickness.

Point Value:

- a. 1 point
- b. 3 points

Instructions:

Work with staff and purchasing to choose office plants suitable to your office environment.

Remember to consider the amount of available sunlight in each location. Also consider how often the plants will need to be watered or cared for.

Determine whether each employee will be responsible for their own plants or whether one person or a committee of people will be responsible for caring for all plants.

H.3 We have walk off mats at the entrance to our office or department.

Intent:

Walk off mats collect dirt and excess moisture at the entrance. In doing so, they can help reduce slips and falls in the office and improve indoor air quality.

Point Value: 3 points

Instructions:

Determine if your office lacks walk off mats at any entrance and work with purchasing to get the appropriate mats for these locations.

Resources:

Penn Green Purchasing: <https://cms.business-services.upenn.edu/purchasing/sustainable-purchasing/how-to-buy-green.html>

T.1 Members of our office are aware of Penn/Philadelphia's alternative transportation programs and the associated resources regarding public transportation, carpool/vanpool, bicycling, bike share and transit news. Information about the applicable programs (including bike maps, car share information, etc.) is displayed permanently in the office.

- a. **We have enrolled all eligible and interested employees in incentive programs for taking public transportation, carpooling, or bike riding.**
- b. **All our staff use public transit, bike, or walk to work. No one commutes regularly by car**
- c. **All of our staff use public transit, bike, walk, or car pool to work. The only cars used are car pools.**

Intent:

Making employees aware of alternative transportation programs available can lead to increased use of alternative transportation and reduced single car travel to and from the school. Public transportation, car share, and bike commuting all reduce vehicle miles travelled and associated emissions and congestion, improving air quality.

Point Value:

2 points for transit alternatives awareness and information display

- a. 2 points (additional)
- b. 4 points (additional)
- c. 3 points (additional)

Instructions:

Post maps and information in a central location. Assign someone to keep the information up to date. Inform employees of alternative transportation options.

Resources:

Penn Green Office How-To Guide

Campus transportation information: www.upenn.edu/services/transportation.php

Penn Transit Services: cms.business-services.upenn.edu/transportation

Car Share: cms.business-services.upenn.edu/pennttravel/preferred-vendors/ground-transportation/car-sharing.html

Bike Share www.rideindego.com

Bike Maps www.bicyclecoalition.org/resources/maps

SEPTA - public transit on, around, and to campus can be found here: www.septa.org

LUCY LOOP - SEPTA's Loop around University City:

www.septa.org/schedules/bus/pdf/LUCY.pdf

T.2 There is bicycle parking located convenient to our building. If not, we contacted Facilities/ Operations at our school/unit to see if relocating existing bike racks or obtaining new racks is a possibility.

Intent:

Adequate bike rack spaces make it easier for staff members and visitors to bike to the office. Ideally, this reduces the number of people driving cars to the office, thus reducing greenhouse gas emissions.

Point Value: 1 point

Instructions:

The University is moving bike racks away from buildings and out to the perimeter of campus to dissuade people from biking in the campus core, which is potentially dangerous to the large volume of pedestrians in this area. Use the campus map and bike rack list below to find bike parking closest to your office.

Current bike parking locations on campus:

www.facilities.upenn.edu/map.php

If you feel bike parking underserves your office, email sustainability@upenn.edu to discuss the possibility of obtaining new racks. Please include 'Green Office' in the subject line.

Resources:

Bicycle policy on campus: www.upenn.edu/provost/PennBook/bicycle_policy

T.3 We offer telecommuting opportunities and/or flexible schedules so workers can avoid heavy traffic commutes.

Intent:

Penn Green Office How-To Guide

Reducing vehicle miles travelled through telecommuting or reducing time spent in vehicles in traffic congestion are ways to reduce air pollution emissions associated with employee commutes to and from work.

Point Value: 4 points

Instructions:

Review Penn's Flexible Work Options information at www.hr.upenn.edu/quality/worklife/flexoptions/default.aspx

Work with your office management to identify flexible work options that will enable the office to achieve its goals and functions, meet employee needs and desires and reduce the carbon emissions associated with employee commutes.

Resources:

Flexible Work Options www.hr.upenn.edu/myhr/worklife/workandlife/flexoptions

T.4 Our office has a business membership with Enterprise and/or ZipCar.

Intent:

These services offer fuel-efficient and hybrid vehicle options which reduce the carbon emissions from work travel conducted via automobile.

Point Value: 2 points

Instructions:

Develop an office policy to consult the resources listed below first when planning office travel. Inform staff of the benefits of car sharing and green transport so they understand why it is important to choose greener options.

Resources:

Enterprise Carshare: www.enterprise-carshare.com/us/en/home.html

ZipCar: www.zipcar.com/

I.1 This department, school or center has a sustainability coordinator.

Intent:

Penn Green Office How-To Guide

Sustainability coordinators have promoting and implementing sustainability at the school or center in their job description

Point Value: 4 points

Instructions:

If your department, school, or center has a sustainability coordinator, you can claim credit for this action.

I.2 This office has a Green Team that works with a Staff Eco-Rep in our school or center.

Intent:

A Green Team can help promote and coordinate your office's efforts to complete the Green Office Certification.

Point Value: 4 points

Instructions:

Create a team of people who can spearhead your office's environmental efforts.

Resources:

Eco-Reps are listed here: www.upenn.edu/sustainability/eco-reps/faculty-staff.html

I.3 This office or department has an Eco-Rep that regularly attends meetings.

Intent:

The Staff & Faculty Eco-Reps Program is a peer education program that provides the tools to improve the environmental sustainability of Penn offices and labs. Designed to improve environmental awareness and behavior change, the program builds knowledge and leadership across Penn's Schools and Centers by empowering individuals to champion the goals outlined in the Penn Climate Action Plan.

Point Value: 1 point

Instructions:

The Staff & Faculty Eco-Reps Program is a peer education program that provides the tools to improve the environmental sustainability of Penn offices and labs. Designed to improve

environmental awareness and behavior change, the program builds knowledge and leadership across Penn's Schools and Centers by empowering individuals to champion the goals outlined in the *Climate Action Plan 2.0*. Participating staff volunteers meet monthly to share best sustainable practices between departments, and attend brief trainings by the Penn Sustainability Office on sustainability topics. Eco-Reps then implement change spreading awareness of important sustainability issues and conservation strategies in their respective offices and departments through sustainability projects, events, and creative informational campaigns.

Visit the Penn Staff Eco Rep website and fill out the application

Following this, start attending meetings and getting involved.

Resources:

www.upenn.edu/sustainability/eco-reps/staff

I.4 We have information about our office's environmental efforts and what we are doing to meet the Green Office program standards posted in an easily visible location for staff and visitors to see.

Intent:

Education and information ensure all staff and visitors are aware of the environmental efforts and help increase participation.

Point Value: 1 point

Instructions:

Use information that makes the most sense for your office. Sample notices for posting can be found below:

Sample Reminder Notice, option 1:

Our office is taking part in the University's Green Office program and we need your help taking several steps towards becoming a greener office. Remember to reuse, reduce, and recycle your waste in the office. Labeled recycling bins are now located in all office common spaces. For a complete list of green steps our office is taking please speak with our GOPenn contact, XXXXX. Thank you for helping our office reach its sustainability goals!

Sample Reminder Notice, option 2:

Remember that Green Office Penn pledge you signed? Please do your part to help our office maintain level X and achieve level X+1 by recycling in common areas,

turning off lights and computers when not in use, and bringing your own reusable cup or mug. For complete information about the program visit the Green Office website or contact Y.

I.5 We have a designated section of an office bulletin board, or have a separate board for posting tips and information about green practices, events, and groups.

Intent:

Education and information help create a culture of sustainability, increasing staff awareness and participation

Point Value: 1 point

Instructions:

Assign one person to collect information and regularly update the board. Periodically send an email to all staff to share information if they have anything new.

I.6 We recognize staff members for their environmental stewardship efforts.

Intent:

Recognition can help foster an office atmosphere of support and engagement, encouraging increased participation. It can also reward especially committed staff members for their hard work and dedication.

Point Value: 2 points

Instructions:

How to create a recognition program for dedicated environmental stewardship efforts:

1. Determine whether it makes sense to reward staff at regular intervals or only when notable contributions occur. Larger offices may consider more regular rewards as this can encourage staff to increase participation.
2. Determine the type of reward - certificate, gift certificate, etc., whatever is most appropriate for your office.
3. Create a committee to manage the process monthly or quarterly, or consider assigning this task to an Eco-Rep or manager.
4. Award winners at staff meetings or other all staff events. Announce winners in office publications and on office bulletin boards, if applicable.

Resources:

Direct questions to sustainability@upenn.edu. Please include 'Green Office' in the subject line.

I.7 Our office has hosted a Sustainability 101 presentation at a staff meeting or sent staff from our office to an external Sustainability 101 presentation in the past two years.

Intent:

Bringing your entire staff to a basic level of sustainability understanding is important to increasing participation in green office practices. It will make it easier to explain how and why you are achieving Green Office certification.

Point Value: 2 points

Instructions:

Contact sustainability@upenn.edu for a copy of the Penn Sustainability 101 presentation. Consider asking your office Eco-Rep or a member of the Office of Sustainability staff to give this presentation and answer questions at your office.

I.8 We have shown a sustainability-focused video to our staff in the past two years.

Intent:

Education and information help create a culture of sustainability, increasing staff awareness and participation.

Point Value: 1 point

Instructions:

Show the film at a regular staff meeting or lunch.

Inform staff of the office environmental efforts and let them know why you have chosen this video.

Resources:

Contact sustainability@upenn.edu if you need to borrow a video to show.

There are a number of films available including:

An inconvenient Truth
Big River

Captain Planet and the Planetears
Chasing Ice

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Cowspiracy
Crapshoot: The Gamble with our Wastes
The Day After Tomorrow
Dirt! The movie
Food, INC.
Food Matters
Garbage Dreams
Gas Land
King Corn
The Lorax
Made in Taiwan

The National Parks America's Best Idea
The Next Industrial Revolution
Tipping Point
Planet Earth Life
A Sea Change
Tapped
Trash Dance
Trashed
Waste Land
Who Killed the Electric Car
Wolves in Paradise

I.9 We participated in the most recent and will continue to participate in both the ReThink Your Footprint and the Power Down Challenge campaigns.

Intent:

Participating in ReThink Your Footprint and the Power Down Challenge is a great way to both support the University's efforts to reduce energy usage and waste and to raise awareness in your office about sustainability initiatives.

Point Value: 4 points

Instructions:

ReThink Your Footprint - www.upenn.edu/sustainability/get-involved/rethink-your-footprint

Power Down Challenge - www.upenn.edu/sustainability/get-involved/power-down-challenge

I.10 We hold sustainability events at least annually (e.g. Green Day, Green Happy Hour, Bike/ Walk to Work Day, etc.).

Intent:

Participating as an office in a sustainability event builds not only awareness but also a sense of camaraderie among staff and allows them to have fun together around sustainability issues

Point Value: 2 points

Instructions:

1. Research some events that the office may be interested in holding.
2. Share information on relevant events at a staff meeting.

3. Make group decisions on which to undertake. Not every staff members needs to actively participate, but can provide support and encouragement for those who do.
4. Identify one or two organizers for the event.
5. Don't forget to thank the organizers afterwards.

I.11 We have solicited feedback from office members about green building features we have or could have in our office, such as lighting retrofits, occupancy sensors, dual-flush toilet retrofits, aerators on sinks, green cleaning contracts, etc. A member of our office has shared this feedback with our Building Administrator.

Intent:

Encouraging all staff to participate and provide advice and feedback improves participation and increases awareness.

Point Value: 2 points

Instructions:

Designate one person to collect feedback and submit it to the Building Administrator.

In a staff meeting, request that staff provide feedback on green building features and suggestions to the designated person. Give them a deadline to make the process more recognizable for both the designee and the BA.

Resources:

Building Administrator Listing

www.facilities.upenn.edu/contacts.php?section=3&build=0&page=1

(search by building)

I.12 We inspired another office to pursue Penn Green Office Certification

Intent:

Encouraging other offices to participate helps increase awareness about the program and improve the overall sustainability of the Penn campus.

Point Value: 2 points

Instructions:

Penn Green Office How-To Guide

Talk to staff at other offices and inform them of your office's commitment to sustainability and the steps you are taking to reach your sustainability goals. Encourage them to participate.

Consider offering to attend a staff meeting at another office to talk about your office's experience with the Green Office program and answer their questions and concerns.
