
Greening Your Facility: Online Resources and Tools

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2012 Green Governments Awards Program

Springfield, IL

January 4, 2013

Presentation Objectives



- Help state agencies evaluate effectiveness of their sustainability programs and identify opportunities for improvement
- Provide links to sustainability case studies, best practices and topic hubs on the web

Benchmarking current performance against peer groups

■ Sustainable Washington

- Sustainability Plans and Progress Reports Submitted by State Agencies

<http://www.ofm.wa.gov/sustainability/plans/default.asp>

- Progress and Success Stories in Environmental Sustainability by Washington State Agencies

<http://www.ofm.wa.gov/sustainability/resources/2009report.pdf>

- Agency Success Stories

<http://www.ofm.wa.gov/sustainability/success/default.asp>

■ Green California

- State Agency Green Accomplishments & Green Web Pages

<http://www.green.ca.gov/Resources.aspx>



State Government Sustainability Hubs

- Oregon Department of Administrative Services Sustainability Program

- Progress reports
- Training
- Hot topics
- Energy resources
- Recycling
- Sustainable commute options

- <http://www.oregon.gov/DAS/EAM/SUST/pages/index.aspx>



- Washington Department of Ecology Sustainability

- Sustainability Projects
- What You Can Do

- Interagency Sustainability Committee
- Laws and Executive Orders
- Publications
- Resources

- <http://www.ecy.wa.gov/sustainability/>

- California Department of General Services Green California

- Green Buildings
- Renewable Energy
- Buying Green
- Transportation
- Accomplishments
- News

- <http://www.green.ca.gov/>



Illinois Department of Transportation Sustainability Hub

- IDOT's Green Initiatives

- What is sustainability?
- Sustainability Projects
- Educational Materials
- Earth Day Activities
- Presentations
- Links
 - <http://www.dot.state.il.us/green/projects.html>



Green Teams: Tips and Best Practices

- GreenBiz.com & National Environmental Education Foundation, *Green Team Resource Center*

- Articles
- Best Practices
- Reports



- <http://www.greenbiz.com/microsite/green-team>

- Green Impact, *Green Teams: Engaging Employees in Sustainability*

- Emerging Trends
- Getting Started
- Best Practices
- Case Studies

- <http://www.neefusa.org/pdf/greenbiz-reports-GreenTeams.pdf>

Best Practices for Green Teams



- Start with visible and tangible projects (e.g., reduce use of disposable items like paper cups and plastic bags)
- Sponsor speaker series/brown bag lunches
- Host contests and friendly competitions
- Get input from employees on potential projects
- Create volunteer opportunities
- Recognize participation
 - Source: Green Impact, *Green Teams: Engaging Employees in Sustainability*

Communicating sustainability to your employees

- *TriplePundit.com*, Sustainability Communications: Four Tips for Bringing Your Written Materials to Life
 - <http://www.triplepundit.com/2010/04/sustainability-communications-four-tips-for-bringing-your-written-materials-to-life/>
- *Less Conversation More Action.com*, Top Tips for Communicating Sustainability
 - <http://lessconversationmoreaction.com/2012/10/15/top-tips-for-communicating-sustainability/>

- *GreenBiz.com*, 10 Communication Strategies to Engage Employees in Sustainability
 - <http://www.greenbiz.com/blog/2011/10/12/10-communication-strategies-engage-employees-sustainability>



Communication Best Practices



- Inspire, don't guilt
- Use positive stories to highlight what's working
- Translate what you want into a specific request that can be achieved
- Use non-controlling language
- Tell stories to connect people with real life experiences
- Stories more credible with data
- Showcase individuals that have influence in your organization
- Paint a picture that makes people feel something
 - Sources: MCI Sustainability Services and Green Impact

Informational Training for Employees

- Sustainable Washington
Presentation Toolkit

- List of Sustainability Presentations
 - Department of Ecology
 - Department of Health
 - Department of Veterans Affairs
 - Department of Fish & Wildlife
- Presentation Topics:
 - What is sustainability?
 - Agency commitments

- Accomplishments
- What you can do
- Resources



- <http://www.ofm.wa.gov/sustainability/resources/toolkit.asp>

Environmental Benefits/Savings Calculators

- ❑ Environmental Paper Network, Paper Calculator
 - <http://environmentalpaper.org/>
- ❑ U.S. EPA/DOE, Green Vehicle Guide
 - www.fueleconomy.gov/
 - www.epa.gov/greenvehicles
- ❑ Energy Star, Office Equipment and Appliance Calculators
 - www.energystar.gov/index.cfm?c=bulk_purchasing.bus_purchasing
- ❑ Global Footprint Network, Personal Footprint Calculator
 - www.footprintnetwork.org/en/index.php/GFN/page/calculators/



Lifecycle Environmental Impact Analysis: IEPA Paper Consumption for FY 2012

- Paper Type: Printer/Copier Paper
- Quantity: 6,000 reams (30,000 pounds)
- Percent Recycled Content: 30% post-consumer

	0 % Recycled Content	30% Recycled Content	100% Recycled Content
Wood Use	56 tons	39 tons	0 tons
Solid Waste	28,827 pounds	25,448 pounds	17,562 pounds
Greenhouse Gases	84,016 lbs CO2 eq.	74,710 lbs CO2 eq.	52,991 lbs CO2 eq.
Water Consumption	342,802 gallons	292,318 gallons	174,523 gallons

Space Renovation Projects/Building System Upgrades

- U.S. General Services Administration, *Sustainable Facilities Tool*
 - Help identify sustainable practices and evaluate options for implementing them in renovation projects:
 - Building materials
 - Office workspace
 - Mechanical systems
 - Plumbing fixtures
 - Landscaping
 - Paved surfaces



www.sftool.org

Office Sustainability Practices

- National Park Service, Pacific West Region, *Green Office Practices Guide*

- <http://www.nps.gov/climatefriendlyparks/downloads/GreenOfficePractices.pdf>

- California Center for Sustainable Energy, *Green Your Office*

- <http://energycenter.org/index.php/about-us/greening-our-office/150-green-your-office>

- City of Portland, *Green Office Guide*

- http://www.oregon.gov/ENERGY/cons/bus/docs/green_office_guide.pdf

 Green Office Practices Guide National Park Service - Pacific West Region		
Activity	Green Practice	References
Reducing Paper Use in Correspondence Procedures Sending Messages/Mail Eliminate cover sheets for faxes - Use a rubber stamp especially made for fax transmittal or note size covers. Use voice mail for short messages. Send memos via email without a hard copy to follow. Eliminate pictures and excess graphics on fax forms as they are wasteful in ink use and paper space. Eliminate pictures and graphics from email so that if they are printed, less ink is used.	Reuse single-sided paper for notepads or for draft copies. Reuse envelopes if possible or use rerouting envelopes for internal information.	 Green Seal's Choose Green Report on Copy Paper
Receiving Messages/Mail Avoid the temptation to print emails that are not necessary in hard copy. If you must save them, use your computer to file. Remove yourself or your office from mailing lists and cancel subscriptions to periodicals, journals, etc. that are no longer useful to staff. Subscribe to online versions of newsletters and other publications, when available.	Make reports and data available online. If feasible, make brief comments or responses to minor points in a document by writing directly on it instead of using a sticky note or writing a memo. Revise documents to reduce length. Use smaller fonts, smaller margins, and single spacing. You can even reduce your image to fit two pages on one page on your printer or copier. Proofread documents on the computer before printing. Avoid making extra copies. Make extras later if you need them. Minimize the use of colored papers. They can be a recycling contaminant and contain dyes (particularly bright colors like yellow). Alternative attention grabbers include using colored markers across the top of the first page. Consolidate and reduce the size of office forms. Forms should be available in electronic form.	 Government Paperwork Elimination Act
Purchasing Copy Paper Recycled Content Buy paper with at least 30% recycled content (mandatory). Buy paper with at least 60% post-consumer content.	Avoid using blue envelopes except for confidential materials. Circulate or post memos and publications through the office rather than making individual copies for everyone. Print double-sided copies - always.	 See Appendix A for Paper Purchasing www.federalisustainability.org

Questions

