



STATE OF ILLINOIS  
EMPLOYEE TRAINING ON  
**SUSTAINABILITY**

TOGETHER, WE CAN MAKE  
ILLINOIS GOVERNMENT **GREENER!**

# Why is sustainability important?

- Sustainability is based on a simple principle: Everything that we need for our survival and well-being depends, either directly or indirectly, on our natural environment.
- The concept of sustainability has emerged as a result of significant concerns about the unintended social, environmental, and economic consequences of rapid population growth, economic growth and consumption of our natural resources.
- Sustainability is important to making sure that we have, and will continue to have, the water, materials, and resources to protect human health and our environment.



*An electric vehicle charges at the Executive Mansion in Springfield.*

# Illinois state government is a major consumer of natural resources.



*State government spends over \$100 million each year to conduct activities at more than 1,500 owned and leased sites.*



*The state fleet maintained more than 12,000 vehicles traveling over 186 million miles last year.*

# As state employees, we share a responsibility to use resources as efficiently as possible.

## **“The State of Illinois is committed to...**

- Conserving, improving and protecting natural resources and the environment;
- Preventing water, air and land pollution;
- Minimizing greenhouse gas emissions that contribute to global climate change; and
- Enhancing the health, safety and welfare of Illinois’ residents and their overall economic and social well-being.”

– *Executive Order 11 (2009)*



# What can you do to green Illinois state government operations?

You can make sustainable choices regarding...



*Solar photovoltaic panels on the roof of the Executive Mansion in Springfield.*

- ☑ **Energy Efficiency**
- ☑ **Transportation**
- ☑ **Waste Reduction**
- ☑ **Recycling**
- ☑ **Water Conservation**
- ☑ **Green Purchasing**
- ☑ **Local Foods**

Together, we can  
make a difference!

# Start by avoiding energy use when you don't need it.

## Hit that power button!

If you don't use your computer for 15 minutes or longer, turn the monitor off.

If you don't use it for an hour or more, shut the whole computer off.

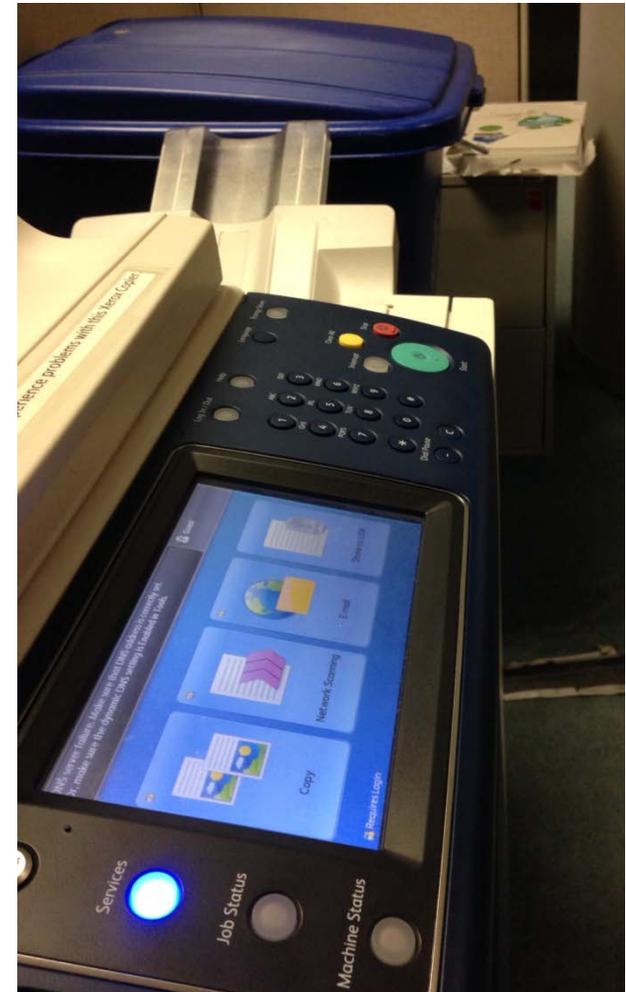
You'll save electricity, and it's good for your computer, too.

- Turn off office equipment and electronics when they are not in use.
- Turn off lights in unoccupied areas such as offices, bathrooms, conference rooms and supply closets.
- Turn off lights when daylight from windows is sufficient.



# Think about a few easy steps you can take to use less electricity.

- Use a networked, multi-function device for all of your printing, copying, scanning, and scan-to-email needs. Using a shared printer frees up space on your desk, and the short walk is good exercise!
- Use shared appliances – such as fridges, microwaves, and coffee makers – in common areas instead of keeping your own.
- Remove mobile device chargers from outlets when not in use, otherwise they continue to draw electricity (called “vampire load”).
- Give up your space heater, put on a sweater, and keep a nice, warm blanket on your lap.



# If you need to drive for your job, know the options available to state drivers.



- The simplest solution is often the greenest: share rides whenever possible. Coordinate with colleagues to carpool to meetings and events.
- Prioritize fuel efficient vehicles that also meet your size requirements.
- The state electric vehicle fleet is expanding! Check with your agency fleet coordinator for electric vehicle availability.
- Check your office for workplace charging.
- No fleet cars available for state business? Take a Zipcar! State employees can access Zipcar's fleet of shared cars in convenient locations throughout the Chicago area and in Springfield. Zipcar maintains an efficient vehicle fleet that includes Chevy Volts and Toyota Priuses.

# Even better, leave the car in the garage!

## **Dial in**

Many state agencies have teleconference lines, videoconference equipment, and webinar capabilities that allow employees to meet and collaborate without getting on the road. These options save gas and travel time.

## **Feet First**

Give yourself a few extra minutes and walk there. The exercise and fresh air will energize you for the meeting.

Sangamon County and the City of Chicago both host “Bike to Work Week” every spring in partnership with local businesses and organizations. Chicago recently launched its Divvy bike-share program with a number of stations near the Thompson Center.

## **Public Transit**

Trains and buses are great ways to help the environment, save on gas costs, and free you up to call, text, email, or read while you ride.

State employees receive a discount on Amtrak travel between Chicago and Springfield. Tickets must be purchased in person or over the phone with a valid state government ID.



# Consider additional strategies to reduce the environmental impacts of your travel.

- Ensure that your agency's vehicles are equipped with I-PASS transponders to reduce vehicle idling time in toll lines.
- Work with your facility team to provide a secure location for employees who bike to work to lock bicycles.



- If you are driving a flex-fuel vehicle, use E85 biofuel whenever feasible.
- If you are driving a diesel vehicle, use a minimum of 5% biodiesel blend whenever feasible.
- Talk with colleagues about developing a program to facilitate carpooling among employees traveling similar routes.

# How can you reduce the amount of paper that you use on a daily basis?

Use email, the Internet and scanning to distribute and receive documents and forms.

Use double-sided printing and copying; set printer and copier defaults to double-sided.

Eliminate the use of cover sheets and printer banner sheets wherever feasible.

Update all mailing lists to avoid unnecessary printing and mailing.

Reuse single-side printed pages for internal notes, scrap paper, or other uses.

Reduce the length of documents by adjusting fonts and margins.

If you have printed paper and it cannot be reused, ***recycle it!***

# Think about other items that you can reuse instead of throwing away.

- Keep a cup or mug and a reusable water bottle at your desk for hot and cold beverages.
- Bring lunch and snacks to work in reusable containers instead of disposable packaging.
- Return extra office supplies to the supply closet periodically. Other employees may need them, and the agency won't have to order more.
- Reuse file folders, binders, and report covers by relabeling. Be sure to recycle the contents if you no longer need it.



# Take advantage of I-CYCLE!



**I-CYCLE** is the State of Illinois' self-funded program that facilitates recycling for state agencies.

- I-Cycle serves over 40,000 state employees.
- I-Cycle recycles 2,200 tons of materials each year.

**I-CYCLE** provides bins and other equipment, guidance, and technical assistance.

Recycling services and policies vary across state agencies and facilities. If you have questions about recycling at your facility, check I-Cycle's website and call them for assistance.

[www.icycle.illinois.gov](http://www.icycle.illinois.gov)

# Recycling isn't just for the white paper from printers and photocopiers.

## Through the I-Cycle program, you can recycle...

- Newspapers
- Magazines
- Colored paper
- Envelopes
- File folders
- Thin cardboard (e.g., cereal boxes or report covers)
- Corrugated cardboard
- Plastic bottles
- Plastic "clamshell" containers
- Glass bottles
- Aluminum beverage cans
- Metal food cans
- Batteries
- Toner cartridges
- Computers and other office electronics
- Fluorescent light bulbs



# Become water-wise at work.

## **You can conserve water at work and help improve water quality.**

- Make sure to turn faucets off completely.
- If you see a leaky or dripping faucet, toilet, or other fixture, call your facility manager to address it as soon as possible.
- If your facility has outdoor space, talk with your facility manager about landscaping with native plants or a rain garden. These help prevent rainwater runoff and provide natural filtration to improve water quality. And they make a beautiful area for employees to enjoy!

### Illinois Department of Correction's Rain Barrel Program

IDOC implemented an ambitious rain barrel program across a number of their facilities. Rain barrels capture water and help prevent combined-sewer overflows that pollute natural waterways. IDOC also builds rain barrels from 100% recyclable materials available for purchase and use at home or for facilities interested in capturing rainwater and using it elsewhere.



# When you need to buy something, look for green or reused products.

- Choose paper with 30% recycled content (or higher).
- Look for the ENERGY STAR logo on office electronics and appliances.
- [Consult the General Services Administration's Sustainable Facilities Tool for information on office supplies and designs.](#)
- Use energy efficient light bulbs.
- Choose products made from recycled or bio-based material, if available.
- If you need office furnishings, [State Surplus](#) has a great selection of lightly used, very low-cost items.

When you purchase something, think about how you will ultimately dispose of it. Can you recycle it when you no longer need it?

In 2007, Illinois lawmakers passed the Green Cleaning Schools Act, requiring schools to use healthy, environmentally friendly cleaning supplies. Following the schools' lead, Illinois state government only purchases cleaning supplies approved by USEPA Design For The Environment, Green Seal, or EcoLogo.



# Buying local foods and other local products supports Illinois farms and businesses.

Both Chicago and Springfield state government offices are located near mid-week farmer's markets.

Visit the Old Capitol Farmers' Market in Springfield on Wednesdays and the Daley Plaza Farmers' Market in Chicago on Thursdays during growing season.



**EcoTip: Eat what's in season for peak flavor and sustainability.**

# Join the Illinois Green Governments Coordinating Council (GGCC).

The Illinois Green Governments Coordinating Council (GGCC) is made up of representatives from 15 state agencies. It works with Illinois state government, local governments, and educational institutions to green their operations and policies.

Chaired by Governor Pat Quinn, the GGCC helps more than 70 state agencies, boards and commissions adopt a greener way of delivering government services.

The GGCC holds monthly subcommittee meetings to address specific topics and ongoing initiatives, quarterly full-council meetings, and seasonal symposiums at locations throughout Illinois.

**The GGCC welcomes all state employees to participate in its activities. For more details, visit [www.green.illinois.gov](http://www.green.illinois.gov).**





## Resources

- [Green.Illinois.gov](http://Green.Illinois.gov)
- [I-CYCLE](#)
- [State Surplus](#)
- [Green Contracts](#)
- [Fleet Management](#)
- [GSA's Sustainable Facilities Tool](#)

## GGCC Contact

- [Eric Heineman](#)