



# Checklist

## 1. Behavior Lapse

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

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

## 2. Green Achievements

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

**Did You Know?** Sustainability plays an important role in attracting and retaining employees and students. In a 2008 survey commissioned by National Geographic magazine, more than 80 percent of U.S. workers polled said they believe it is important to work for a company or organization that makes the environment a top priority. In a 2012 Princeton Review "College Hopes and Worries" survey of over 7,000 college applicants, 68 percent of incoming college students said a school's investment in sustainability would influence their decision to apply or attend.

## 3. Environmentally Preferable Procurement

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

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

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

## 4. Performance Review & Development (PRD)

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

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

## 5. Green Office

**How To:**

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

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

## 6. Environmentally Preferable Printing (EPP)

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

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

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

# Green Office Checklist



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How to:

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

- All food is served with reusable or compostable dishware, utensils, plates and cups.
- All food waste is compost.
- Water and other drinks are served in bulk (pitcher or cooler) instead of distributing individual bottles or cans.
- Printed materials and hand-outs are minimized. See Bronze #2.
- Recycling and compost bins are clearly labeled for event attendees and guests. You may even want to get

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## How to:

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

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

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## How To:

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

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

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

- Inside any of the following locations: [illegible]
- Inside for [illegible]