Certified Green Office Program Monthly Meeting #2

Institute for Sustainability, Energy, and Environment

UNIVERSITY OF ILLINOIS

AT URBANA-CHAMPAIGN

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Agenda

- Introductions
- About the program
- Becoming a Certified Green Office
- Timeline
- Extra Credit
  - Waste Reduction
  - Events & Meetings
- Questions

Certified Green Office Program

Introductions

- Ben McCall, Associate Director for Campus Sustainability at *i*SEE

- Stephanie Lage, Assistant Director at *i*SEE

- Nishant Makhijani, Student Intern for Campus Sustainability at *i*SEE

About the program

- *i*SEE's campuswide sustainability engagement program
- Opportunity for faculty & staff to participate in recent campus sustainability push
- Any group – not just those labeled "office" – occupying space in a campus building or affiliated with the University may enroll
- Focuses on reducing carbon footprint by reducing impact of transportation, energy, waste, purchasing, and events – and by advocacy of sustainable practices
- Incentive for offices to become more sustainable

Becoming a Certified Green Office

- Certified Green Office – 5 Basic Requirements by Dec. 15
    - Sustainable Advocacy (Ambassador)
    - Sustainable Transportation (Carpool Office)
    - Sustainable Purchasing (Recycled Paper)
    - Sustainable Waste Disposal (Recycling Station)
    - Energy Conservation (Unplug)

- Additional Requirements focus on similar themes
    - Bronze Certified Green Office – make 40% or more (at least 7) of all additional requirements.
    - Silver Certified Green Office – make 60% or more (at least 11) of all additional requirements.
    - Gold Certified Green Office – make 80% or more (at least 14) of all additional requirements.

Timeline

- Step 1: Choose a Sustainability Ambassador
- Step 2: Enroll for the program
- Step 3: Analyze which of the five requirements need to be worked on
- Step 4: Update the application (.xls file) on a regular basis
- Step 5: Submit application (.xls file) by Dec. 15
- Step 6: Consider additional commitments
- Step 7: Resubmit applications by March 15 if pursuing additional commitments
- Step 8: Awards ceremony (Earth Week)
- Step 9: Be sustainable!

Who is currently enrolled?

- http://sustainability.illinois.edu/Certified GreenOffice.html

Printing Facts

- 1 tree makes 16.67 reams of copy paper or 8,333 sheets

- 1 ream of paper (500 sheets) uses 6% of a tree

- Production of one ton of paper uses 11.134 kWh- the same amount of energy an average household uses in 10 months

- Production of 1 ton of copy paper produces
  - 19,075 gallons of waste water
  - 2,278 pounds of solid waste
  - 5,690 pounds of greenhouse gases
    - (6 months of car exhaust)

- It takes 3 tons of wood to produce 1 ton of copy paper

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How much waste comes from printing?

- The average employee prints 6 wasted pages per day
  - 1,410 wasted pages per year
  - general cost of $84 per employee
- The average US worker prints 10,000 pages per year
- For a more detailed analysis, you can invest in a green printing analytics software for your office
  - GreenPrint
  - PrintEco
- Some techniques that can help you reduce the waste coming from printing

#7 Need based printing

- Distribute agendas and supporting documents electronically
  - Ask office employees to print for themselves if they need a copy
  - Distribute it at least a business day prior to the meeting
  - Use AV equipment to pull up documents, etc.

- Be selective about what you print

5 Paper Tips:
Think Before You Print

1. Use both sides of the paper

2. Go digital – read, send and store digital documents

3. Be selective about what you print

4. Reach for the right paper

5. Recycle

Source: Xerox Corporation

#7 Need based printing

- Ask ALL team members to get new email signatures that promote need based printing

My signature >

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Nishant Makhijani, LEED Green Associate

LinkedIn | Email | 217-819-1982

Civil and Environmental Engineering | University of Illinois Urbana-Champaign '14
Student Intern for Campus Sustainability | Institute for Sustainability, Energy, and Environment
National Convention Steering Committee | Alpha Phi Omega Service Fraternity

Please consider the environment before printing this email

Please consider the environment before printing this email.

Please consider your environmental responsibility.

Before printing this e-mail message, ask yourself whether you really need a hard copy.   < Other examples

Think before printing this email.

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#8 Used paper collection bin

- Set up a paper collection bin next to your printer to promote use of paper for scratch paper
- Take a sheet, leave a sheet
  - You can create a label similar to the one on the right.

Leave a sheet
Take a sheet

If we use only one side of a sheet of paper, we're wasting half of it. Reduce and reuse before you recycle.

Paper production is a resource and energy intensive process. Recycled paper, while an improvement over virgin stock, still uses 30-60% of the energy and 40% of the water typically used in paper manufacturing.

Paper placed here must be:
- 8.5" x 11.5"
- Blank on one side
- Clean and unwrinkled
- Free of private/confidential info

utBEAT
U of T Biology Environmental Action Team

#9 Two-sided black and white printing

- Set printers to default to two-sided/duplex printing
  - Saves number of sheets you use for printing
  - Do it yourself or ask your IT team
- Set default printing to black and white
  - Saves toner cartridge and $$$

How do you do it?

- Windows
  - https://www.youtube.com/watch?v=9F7NI7eFch0&list=UUo-EJJEvgQy7zbBUqPi_0TQ
- Mac
  - http://youtu.be/HB4LbWcsEFg?list=UUo-EJJEvgQy7zbBUqPi_0TQ
  - https://www.youtube.com/watch?v=0dQi8jjYEII
- Talk to your IT team!

#10 Recycle Printer Cartridges

- Collect them and recycle them with an external partner
- ISTC recycles printer cartridges and gets $2 per cartridge

Ink Jet Cartridges

Anita Purves Nature Center

1505 N. Broadway Ave., Urbana

(217) 384-4062

Best Buy

2117 N. Prospect Ave., Champaign

(217) 352-8883

Urbana City Building

400 S. Vine St., Urbana (Vine Street entrance)

(217) 384-2302

Urbana Free Library

210 W. Green St., Urbana

(217) 367-4057

Urbana Public Works

706 S. Glover Ave., Urbana

(217) 384-2302

Source: http://urbanaillinois.us/residents/recycling-program-u-cycle/where-do-i-take-it

#11 Do not purchase bottled water

Source: http://www.banthebottle.net/bottled-water-facts/

Is bottled water better quality?

- In the United States, 24 percent of bottled water sold is either Pepsi's Aquafina (13 percent of the market) or Coke's Dasani (11 percent of the market). Both brands are bottled, purified municipal water

- In the U.S., public water is regulated by the Environmental Protection Agency (EPA), which requires multiple daily tests for bacteria and makes results available to the public.

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#11 Do not purchase bottled water

Save energy and save the landfills

- The energy we waste using bottled water would be enough to power 190,000 homes.

- Last year, the average American used 167 disposable water bottles, but only recycled 38.

- The recommended eight glasses of water a day, at U.S. tap rates equals about $.49 per year; that same amount of bottled water is about $1,400.

Source: http://www.banthebottle.net/bottled-water-facts/

What should we do?

- Bottle Free Events/Meetings
- Invest in pitchers/glasses
- Make sure you recycle your plastic bottles
- Invest in promotional materials that promote use of tap water

VS

#12 Full supply of kitchenware

- If you have a kitchen in your office, get a set of plates, glasses, cutlery and mugs for your office to share
- The Water vs. Waste discussion

Email me at makhija3@illinois.edu

QUESTIONS?

Upcoming Events

- **Monthly Meetings**
  - Nov. 4, Illini Union 314B
  - Dec. 4, Illini Union 314B
- **Same time – 10-11 a.m.**
- **Please RSVP so we can get an idea of how many people to expect!**

- **Campus Sustainability Day**
  - iCAP forum
  - Guest speaker (TBA)
  - Oct. 22
- **Game Day Recycling Challenge**
  - Homecoming Game – Oct. 25
- **Consultation Groups**
  - Self Nominate yourself to be a part of the iCAP SWATeam Consultation Group.