

Part 2 – Environmental Stewardship - Implementation

What's a Green Team?



Presentation for FES-West

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Before you start your Green Team

- EMS – is in place (or maybe not)
- Inventory of what green practices are already in place, are they measured
- Waste Audit or Characterization of Waste
- Other Green Policies – procurement, contracts, buildings, etc.
- Legal mandates
- Staff List – who does what
- Assess your programs.
 - Are they running well?
 - Is there room for improvement?
- Determine your issues and needs.
 - Take your program to the next level.

What is a Green Team

- A partnership/team that are together to lessen the environmental impact of its facility/office or other unit, implement its EMS, educate its staff
- Representative from each area of responsibility
- Committed/Empowered
- Broad knowledge of environmental regulations, policies and “advertising”

Who is a Green Team

- A **Green Team** consists of representatives from all working units that will comprise your area.
 - If it's a division, then all the branches.
 - If it's an office, then all the divisions,
 - if it's an entire AAship, then all the offices and as many divisions as you can get!
- Include your facilities area staff, IT people, resource management & procurement branch or division, too.
- Include your building landlord and their facilities team
- Being all inclusive is a key in getting wider participation and spreading the word to all employees.

EPA Region 10 EMS Team

Name	Program Area	Telephone Number	E-mail Address
Jonell Allamano	Paper, Procurement, Travel (alternate), Electronics (alternate)	(206) 553-2954	allamano.jonell@epa.gov
vacant	EMS Webmaster		
Dana Warn	Electronics	(206) 553-6390	warn.dana@epa.gov
Carolyn Gangmark	Energy	(206) 553-4072	gangmark.carolyn@epa.gov
Andrew Hendrickson	Energy (alternate)	(206) 553-0302	hendrickson.andrew@epa.gov
Barbara Legas	Records Management	(206) 553-1250	legas.barbara@epa.gov
Barbara Lither	Legal Counsel	(206) 553-1191	lither.barbara@epa.gov
Brenda Mirasol	Travel, Procurement (alternate)	(206) 553-1385	mirasol.brenda@epa.gov
Stephanie Bailey	Manchester Lab EMS Coordinator	(360) 871-8739	bailey.stephanie@epa.gov
Jeff Philip	Outreach	(206) 553-1465	philip.jeff@epa.gov
Joann Hiatt	EMS Coordinator	(206) 553-0304	hiatt.joann@epa.gov
Michelle Tucker	Recycling	(206) 553-1414	tucker.michelle@epa.gov

What do I need?

- Structure
- Goals
- Management commitment
- Creativity
- Measurement guidelines – insure you have a system to measure your progress
- Resources
 - Training
 - Presentations
 - Posters
 - Web pages
 - Recognition
 - Fun activities
 - Celebrate your successes – let everyone know they are a part of the successes.

Structure

- Charter – or some sort of validation of your existence, purpose and continuance
 - Mission Statement
 - Purpose
 - Structure and Membership
 - Function – Meetings, Decision-making, Budget, Reporting, Changes,
 - Certified - Signed by ALL managers and members

US EPA Potomac Yard Green Team Charter

April 18, 2007

MISSION STATEMENT

The mission of the Potomac Yard Green Team is to take the lead in advising on, supporting, and implementing practices to reduce EPA's environmental footprint at Potomac Yard (PY), to promote these practices among its tenants, and to serve as a model for other facilities, offices, or groups at EPA and in general.

PURPOSE

The purpose of the Potomac Yard Green Team is:

- To demonstrate leadership in environmental stewardship for Potomac Yard (PY)
- To assist in implementation of the EPA HQ Environmental Management System (EMS) at PY
- To provide consistent and effective involvement in assuring the development and implementation of environmentally preferable practices
- To create and foster a common understanding of green practices
- To coordinate and align efforts among EPA offices within PY
- To establish, measure and report goals (annually and longer term)
- To serve as a forum to address specific environmental issues
- To coordinate activities at least twice each year that implement green practices, educate and provide a sense of community

STRUCTURE AND MEMBERSHIP

The Potomac Yard Green Team shall be composed of at least one representative from each EPA Office within the PY North and South facilities. The Team shall have a co-lead from PY North and South to facilitate management and participation of the team. If decided by a majority of members, the PY Green Team may select one of the co-leads to act as the primary facilitator of meetings, agendas and activities. The co-leads may be rotated among the offices within PY North and South.

The current EPA Offices with designated representatives are:

- Office of Solid Waste and Emergency Response
 - Office of Solid Waste
 - Office of Underground Storage Tanks
 - Federal Facilities Restoration and Reuse Office
 - Office of Superfund Remediation and Technology Innovation
- Office of Prevention, Pesticides and Toxic Substances
 - Office of Pesticide Programs
- Office of the Inspector General
- Office of Administration and Resource Management
 - Facilities Management & Services Division

Representatives can be selected by each Office's Management or by self nomination (voluntary). However, all representatives must have the permission of, at least, his or her immediate supervisor. The Green Team can elect to include representatives from other offices such as OPPT, OAR, facilities, EMS coordination, building operations, recycling coordinator, etc. as deemed appropriate by a majority of members.

A designated representative will inform the Team when he or she no longer can or will serve on the Team. The co-leads will then ask the designating manager to designate another representative.

MEETINGS AND ATTENDANCE

Meetings shall be held once each month, and may be held more often as activities and action items are developed and need closer coordination. If a representative cannot attend a meeting, he or she can designate an alternate to act and vote in his or her absence. Issues can be identified and put on the agenda by any member.

If a member misses more than two meetings in a row and does not send a representative, one of the team co-leads will inform the manager who has designated the representative that an alternate should be designated. This will not apply to volunteer members.

QUORUM

The majority of the membership will constitute a quorum. The lack of a quorum at a meeting will not prevent the members from discussion or creating recommendations to be later distributed to the rest of the members for a decision.

DECISION-MAKING

Decisions may be made by a majority of the membership, but the team will make a reasonable effort to reach a consensus. All members will be notified when a decision is required and given a set time for a response. If a member or his or her designee does not respond within the specified response time, the decision will be carried by those members who responded.

If the PY Green Team makes a significant decision (for example, an FTE or policy change or funding proposal), members will be responsible to obtain appropriate management approval.

BUDGET

The PY Green Team may propose a yearly budget with contributions from all offices.

REPORT

The PY Green Team will prepare a yearly report on its activities and successes, which will be distributed to Senior Staff of member offices.

AMENDMENTS

This Charter may be amended at a PY Green Team Meeting by a consensus. Any member may propose an amendment. Any proposed amendment will be circulated to the entire membership within two weeks or before the next meeting.

CERTIFICATION

We hereby certify that the foregoing Potomac Yard Green Team Charter was adopted by the Team membership and signed by each member's manager.

Purpose

The purpose of the Potomac Yard Green Team is:

- To demonstrate leadership in environmental stewardship for Potomac Yard (PY)
- To assist in implementation of the EPA HQ Environmental Management System (EMS) at PY
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Goals

- Long term and short term
 - **Awareness/Engagement/Participation**
 - **Measurement (overall)**
 - **Waste Prevention and Reuse**
 - **Recycling, and**
 - **Buying Recycled**
- Objectives and Targets
- Revise and Revisit

Awareness, Engagement and Participation

- Implement suggestions from results of an employee “environmental” practices survey
- Transportation – Promote alternate modes of transportation to work (other than automobile) – For 2008 increase the number of bicyclists bicycling to work on a regular bases.
- Develop and implement a plan to meet with each office/division to promote green team goals (and overall environmental stewardship practices).
- Bring new ORD offices in PY North 6th & 7th floors into the Green Team
- Hold a PY Green Team Town Meeting for all employees at PY at least 1X/Yr
- Hold events for Earth Day and America Recycles Day
- Create a Green Team intranet site and post a periodic update/news/info publication
- Recruit additional members from staff
- Organize 1 or 2 field trips (budget would be needed for transportation)

Refine the measurement system

- Calculate Diversion Rates for trash/recycling at PY
- Publish a report on recycling and diversion for PY
- Create a way to measure how much paper and office supplies we buy
- Create ways to calculate impact of waste prevention, buying & recycling practices (III - V)
- Measure number of toner cartridges recycled
- Create a calculation of PY environmental footprint

<http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/resource.htm>

<http://epa.gov/climatechange/wycd/waste/tools.html>

Waste Prevention and Reuse

- Reduce the amount of paper purchased in PY offices (try to prevent virgin paper from being bought)
- Continue the practice of making double sided copying and printing required settings on all computers
- Reduce, through reuse, amount of office supplies ordered
- Hold green meetings, parties, and paperless briefings – promote this more widely & get numbers
- Expand the Use of Workflow Leave Slips and PRs. (ascertain who uses the system already)
- Reduce waste at PY office luncheons through a “bring your own” utensils, napkin and plate policy
- Promote the use of refillable pens.
- Implement rechargeable battery practice & rechargers for batteries for computer mice & keyboards

Recycling

- Refine measurement capacity and set baselines statistics
- Record quarterly numbers for recycling commodities (paper, containers, etc.) (continue)
- Recycle toner cartridges for all printers and copiers (continue)
- Collect and recycle fluorescent bulbs (where not done) -count number
- Recycle electronics equipment and participate in the *Federal Electronics Challenge*
- Increase the recycling of cans, bottles and plastics, paper, and newspapers (out of waste baskets)
- Participate and help promote a “clean your files day” event at least once a year
- Recycle binders, file folders and binder clips
- Institute “Techno Trash” Collection for all of Potomac Yards

Typical Recycled Materials at EPA

- Paper
- Corrugated cardboard
- Plastic bottles (#1 and #2)
- Aluminum, steel, and tin cans
- Glass bottles



Other Materials Recycled at EPA

- Toner cartridges and ink jet cartridges
- Electronic equipment (e.g., computers, monitors, fax machines)
- Batteries
- Cell Phones
- Technotrash
- Tyvek® envelopes
- Metal hangers
- Cooking oil
- Oil and oil filters
- Fluorescent tubes and bulbs
- Solvents
- Polystyrene packaging material and polystyrene peanuts
- Plastic grocery bags
- Shrink wrap
- Tires



Buy Recycled Program

- Increase purchase of office supplies made with recycled content
- Buy paper that is 100% recycled – for all offices in PY
- Buy recycled content building furnishings
- Convene resource group to measure the purchases

Management Commitment

- Take a Plan to all managers
- Negotiate commitment of people, resources and time
- Send out notice to all employees with joint management signatures
- Meet with them periodically to report and keep commitment

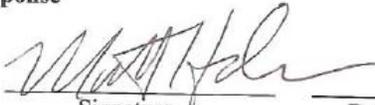
Certification of the USEPA Potomac Yard Green Team Charter:

We, the undersigned, certify that the foregoing USEPA Potomac Yard Green Team Charter is adopted on April 18, 2007, by a consensus of its Member Offices and its Membership:

Potomac Yard Green Team Member Offices:

Office of Solid Waste and Emergency Response
Office of Solid Waste

Matt Hale, Director



Signature Date

Office of Federal Facilities Restoration and Reuse

Gail A. Cooper, Acting Director



Signature Date

Office of Underground Storage Tanks

Clifford Rothenstein, Director



Signature Date

Office of Superfund Remediation and Technology Innovation

James Woolford, Director

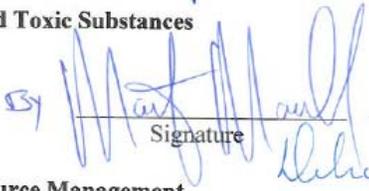


Signature Date

Office of Prevention, Pesticides and Toxic Substances

Office of Pesticide Programs

Debbie Edwards, Director



Signature Date

Office of Administration and Resource Management

Office of Administration Services

Rich Lemley, Director



Signature Date

Measurement

Warm Model: Waste Reduction Calculator

http://epa.gov/climatechange/wycd/waste/calculators/Warm_home.html

Potomac Yard Recycling Amounts in Tons and Diversion Percentage for 2007

2007	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Mixed Office	1.58	1.72	0.73	2.49	2.38	3.94	2.75	2.87	2.21	2.08	3.75	3.04	16.77
Newspaper	0.47	0.45	0.61	0.64	0.56	0.48	0.74	0.69	0.50	0.47	0.34	0.44	5.985
Beverage Containers	0.56	0.44	0.50	0.40	0.56	0.39	0.58	0.51	0.33	0.38	0.34	0.48	5.38
Cardboard	1.42	1.76	2.53	0.97	0.60	1.03	0.73	1.56	1.20	1.12	1.62	1.26	11.49
Totals Recycled	4.03	4.37	4.47	4.50	4.10	5.84	4.80	5.63	4.24	4.05	6.05	5.22	19.56
Refuse	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5.52	6.76	11.58	8.76	32.62
Totals									9.76	10.81	17.63	13.98	52.18
Diversion									43.40%	40.50%	34.32%	37.34%	37.49%

Creativity

- Mascot
- Activities
- Community Involvement
- Web pages
- Ticklers (announcements, emails, signs, etc)
- Food
- Fun
- Funds
- Give aways...





Potomac Yards Earth Day Fair “Sustainability in Our Back Yard”

April 18, 2007, Activities from 10:30 am – 2:00 pm
PY North 4th Floor Conference Center (N-4830, N-4850)



FEATURING:

❖ **“An Inconvenient Truth”** – Al Gore’s Academy Award winning movie ([Shown at 10:30 & 12:30 in N-4850](#))

11:00 am – 12:15 pm

❖ **Local Community Green Initiatives - Presentations and Q & A session**

❖ Joan Kelsh, Arlington County Fresh AIRE; Alan Pultyniewicz, Montgomery County Grasscycling; Fairfax County Business Recycling and more...

❖ Information and Exhibits of Local Government Recycling and other outstanding environmental practices (Arlington, Fairfax, DC, Montgomery County, Northern VA Regional Commission....)

12:15 pm - 12:45 pm

❖ **Signing of the Potomac Green Team Charter and Goals Announcement**

12:45 pm – 1:00 pm

❖ **Bike to work day - Recognition, Picture, Report** - bike trail maps available beforehand (Washington Area Bicyclists Association invited) For Everyone who bikes to work April 18 Photo opportunity and energy savings estimate for the day. Contacts: Ed Brandt & Quentin Borges-Silva (OPP)

1:00 pm - 2:00 pm

❖ **Native Plants/Invasive Plants** participatory event and panel of judges (Learn what should be in your backyard)

❖ Contact Ed Brandt, brandt.ed@epa.gov, or 703-308-8699

❖ **Integrated Pest Management** for Potomac Yards update

❖ BRING:

❖ **Community Pot Luck – Bring your lunch and some food to share** – (11:30 am – 1:30 pm) No fuss, no waste

❖ **Your own plates, cups, napkins, and utensils (Waste free luncheon – Please bring food in re-usable containers, too)**

❖ **Plant Swap** (bring in plants to swap) Don’t know what’s native or invasive? (A table will be set up at the conference center)

Go to: http://www.dcr.virginia.gov/natural_heritage/nativeplants.shtml or <http://wildflower.utexas.edu/plants/>

❖ **Free Cycle - Bring an extra plate, cup, and/or utensils from home to give away (ones you don’t use so next time we all will have our own and there are no plastic or paper to throw away!**

RECYCLE: Cell phones and OSW’s Annual Coat Drive returns (watch for flyers with detail in your kitchens



APRIL 19 AT POTOMAC YARD

Home Electronics Recycling Event, April 19, 7:00-10:00am, EPA PY Loading Dock; For details - Email will be sent to all PY EPA employees.

Take a hike at lunch and help clean up Four Mile Run (near PY on bike path): Contact *Katherine Blanton*, blanton.katerhine@epa.gov, 703-6050761

WE NEED VOLUNTEERS FOR SET UP AND TAKE DOWN and FOR ALL ACTIVITIES.

For More Information and Volunteering Please Contact Your PY Green Team Representative(s):



America Recycles Day



About ARD
Pushing Recycling Since 1997

America Recycles Day (ARD) is a national all-volunteer, non-profit 501(c)(3) organization. The goal of our annual campaign is to encourage Americans to recycle and to buy recycled products. Since its inception in 1997, the ARD campaign has grown substantially. Last year, residents in every state of the nation participated in America Recycles Day and pledged to recycle.

MISSION: To hold an annual national awareness event to promote the social, environmental, and economic benefits of buying recycled and recycling.

GOAL: To increase the purchase of recycled content products and recycling throughout America.

EPA is one of the sponsors of America Recycles Day

For activities near you go to:

<http://www.americarecyclesday.org/home.html>

Recycled Item to Display

- Do you have a favorite “item” made out of recycled material that you just have to show the world?
- If so, bring it in to show on November 17.
- We can all benefit from your “find” if you include where others may find it!
- Set up will be at 10:30 am in the OSW 5th floor conference room.



OSW



OSW Freecycle Fun: (Last spring we had a plant swap – this time it’s “Freecycle”)

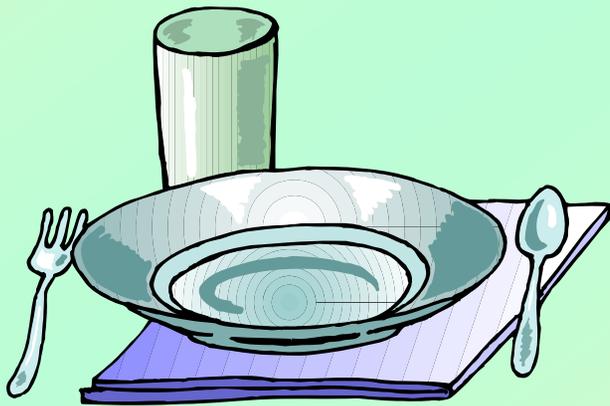
- Bring in an item (not too large, please) that is perfectly good, but, that you never use and really should get rid of!
- Place a sign up sheet next to the item and then decide who you will give it to...

See www.freecycle.org for more info. (also next page)

FOR A WASTE-FREE LUNCH

Please follow the following directions:

- ❖ Prepare and pack food in a reusable container
- ❖ Bring your own plates, cups, napkins, and utensils



To Freecycle your Tableware

- Bring an extra plate, cup and/or utensils to give to someone
- Then everyone can participate in a waste free lunch

Training

- EMS
- Measuring your environmental footprint
- Community codes and programs
- Field Trip to landfill, transfer station or materials recycling facility (MRF)

Results

- **Awareness, Engagement and Participation**
- ✓ Develop, circulate and compile results from an employee “environmental” practices survey
- ✓ Transportation – Promote alternate modes of transportation to work (other than automobile) (bike to work day, transit subsidy promotion at Earth Day event) (31+ cyclists, 559.3 miles, trip range was 2-50 miles)
- ✓ Develop and implement structural integrated pesticide management practices for employees
- ✓ Work with PY owners to create opportunity for a “community” green roof awareness and participation
- ✓ Influenced and accelerated the process of putting up signs in the bathrooms about who to call for maintenance (water waste reduction)
- ✓ Held successful Earth Day event, waste free lunch (1 trash can of waste) with over 125 people attended, community speakers, education/participatory event on invasive plant species.
- ✓ Held successful America Recycles Day Event, waste free lunch, community speakers, participatory event on indoor pest information and care. (over 150 people)
- ✓ Held two successful clean up events for Four Mile Run. April: 35 people participated, November: 11 people cleaned up 10 bags of trash and 6 bags of bottles and cans.
- ✓ Increased awareness of and participation in waste free lunch concept – OPP & OSW offices and divisions are now sponsoring waste free lunches

Results

- **Refine the measurement system**
- ✓ Add tonnage of trash to measurement system to be able to create diversion rates
- ✓ Establish baseline statistics on recycling and waste at PY
- ✓ Collect and compile statistics on recycling and diversion for PY
- **III. Waste Prevention and Reuse**
- ✓ Continue the practice of making double sided copying and printing required settings on all computers
- ✓ Expand the Use of Workflow Leave Slips and PRs.
- ✓ Reduce waste at PY office luncheons through a “bring your own” utensils, napkin and plate policy
- ✓ Increased number of people who bring their own utensils and plates at PY functions
- ✓ Held two waste free events (Earth Day & America Recycles Day)
- ✓ Individual offices and divisions held meetings and events (including Holiday parties) that were waste free
- ✓ Research, create and implement alternative to wireless mouse battery waste

Results

- **Recycling**
- ✓ Refine measurement capacity and set baselines statistics
- ✓ Record quarterly numbers for recycling commodities (paper, containers, etc.) (initiated)
- ✓ Recycle toner cartridges for all printers and copiers
- ✓ Recycle electronics equipment and participate in the *Federal Electronics Challenge*
- ✓ Recycle binders, file folders and binder clips
- ✓ Institute “Techno Trash” Collection for all of Potomac Yards (check that all offices have them for “08)
- ✓ Held recycling opportunities for PY employees, collected: eyeglasses, winter coats, and cell phones (collected 50 cell phones and 4 PDAs and lots of accessories from PY!)
- ✓ Held “free-cycle” events

Results

- Fun
- Teamwork
- Community
- Keeps the subject in our faces in a fun way
- Environmental savings
- Behavioral Changes (over 80% of people bring their own utensils & plates – resulting in only 1 medium trashcan full of trash for 120 people)
- What starts in the office can continue at home



Resources

- **Useful Links and Resources:**

- **EMS**

- <http://www.epa.gov/ems/index.htm>
- <http://www.fedcenter.gov/programs/EMS/>
- <http://ofee.gov/ems/ems.asp>

- **Recycling**

- <http://www.epa.gov/epaoswer/non-hw/recycle/recmeas/>
- <http://www.epa.gov/epaoswer/non-hw/muncpl/recycle.htm>

- **Greening EPA**

- <http://www.epa.gov/greeningepa/index.htm>
- <http://www.epa.gov/greeningepa/practices/index.htm>

- **WasteWise**

- <http://www.epa.gov/epaoswer/non-hw/reduce/wstewise/about/index.htm>

- **EPP**

- <http://www.epa.gov/epp/pubs/about/about.htm>
- <http://www.epa.gov/opptintr/epp/pubs/guidance/guidancepage.htm>

- **EPA Green Buildings**

- <http://www.epa.gov/greeningepa/projects/index.htm>

- **CPG**

- <http://www.epa.gov/cpg/products.htm>

- **EO13423**

- <http://www.epa.gov/greeningepa/practices/eo13423.htm>

- **Resource Conservation Challenge (RCC)**

- <http://intranet.epa.gov/intraosw/rcc/overview.htm>

- **GENERAL:**

- <http://www.fedcenter.gov>
- <http://www.ofee.gov>
- http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=18021&contentType=GSA_OVERVIEW
- <http://www.usmayors.org/recycle/clean/2004toolkit.pdf>

