

What is a Green Team?



At EPA a number of offices have formed “**Green Teams**” to do their part in reducing EPA’s environmental footprint, ensuring a healthy working environment, implementing the Agency’s EMS, and enlisting all their co-workers as partners in reducing waste. It’s very important to build awareness, partners and commitment.

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. Being all-inclusive is a key in getting wider participation and spreading the word to all employees.

What do you need to get started?

1. Management Buy-in and support. How do I get that?
 - ✚ Check on your EMS implementation plan
 - ✚ Get help from your EMS Manager
 - ✚ See how Region I did it: <http://r1-gis-web.r1.epa.gov:9876/ora/green/EMS.htm>
2. Recruit representatives from each division or branch.
3. Mission – collaboratively develop your mission statement
4. Goals – set short term and long term
5. Measurement guidelines – ensure you have a system to measure your progress
6. Gather your list of resources for everyone:
 - ✚ Training
 - ✚ Presentations
 - ✚ Posters
 - ✚ Web pages
 - ✚ Recognition
 - ✚ Fun activities
 - ✚ Celebrate your successes – let everyone know they are a part of the successes.

What does a Green Team do?

There are a lot of activities and goals which a Green Team can take on.

Activities can include: (but are not limited to these)

Facilities:

- ✚ Recycling (glass, aluminum, plastics, fluorescent lights, batteries, ink cartridges, batteries, paper, cardboard)
- ✚ Buying office supplies, paper, furniture, electronic equipment etc. which are energy efficient & have non-toxic qualities and are made with recycled material contents
- ✚ Saving energy by turning off light in areas not being used & installing energy efficient light bulbs
- ✚ Using less water, reusing water for landscape irrigation, planting native plants that need less water, installing low-flow toilets
- ✚ Composting food waste
- ✚ Using “green” maintenance & cleaning products
- ✚ Holding green meetings

For you:

- ✚ Print as few copies as possible
- ✚ Always print 2 sided or 2 pages per side
- ✚ Recycle all your paper, beverage containers and other items in containers provided
- ✚ Shut off lights when you don't need them
- ✚ Walk or ride your bike to work
- ✚ Take public transportation or carpool
- ✚ Read and send handouts, information electronically
- ✚ Project presentations rather than print copies for meetings

Events and Activities:

- ✚ Green Meetings
- ✚ Waste-less Luncheons (bring your own utensils & plates; use washable napkins & tablecloths, serve food in reusable containers)
- ✚ Recycling/Reuse Fair – with eyeglasses, cell phones, clothing, books, etc
- ✚ Challenges – Example: greatest amount of paper, beverage container, newspapers, etc., recycled in a month on each floor or in a Branch
- ✚ American Recycles Day, Earth Day, Pollution Prevention Week information and outreach events and presentations

And many other activities: See Region I's list of activities:

http://r1-gis-web.r1.epa.gov:9876/ora/green/IDEASchart_assignments115.pdf



Useful Links and Resources:

EPA EMS (internet and intranet)

<http://intranet.epa.gov/oaintran/hqems/>

<http://intranet.epa.gov/oaintran/hqems/intro.htm>

<http://www.epa.gov/ems/index.htm>



Recycling at EPA

<http://intranet.epa.gov/oaintran/HQrecycling/procedures/potomacyard.htm>

Greening EPA (intranet and internet)

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

<http://www.epa.gov/greeningepa/>

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 Potomac Yard Green Building

<http://intranet.epa.gov/oa/potomacyard/sustainable/index.htm>

CPG

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

EO13101

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

Resource Conservation Challenge (RCC)

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

