

Green Actions

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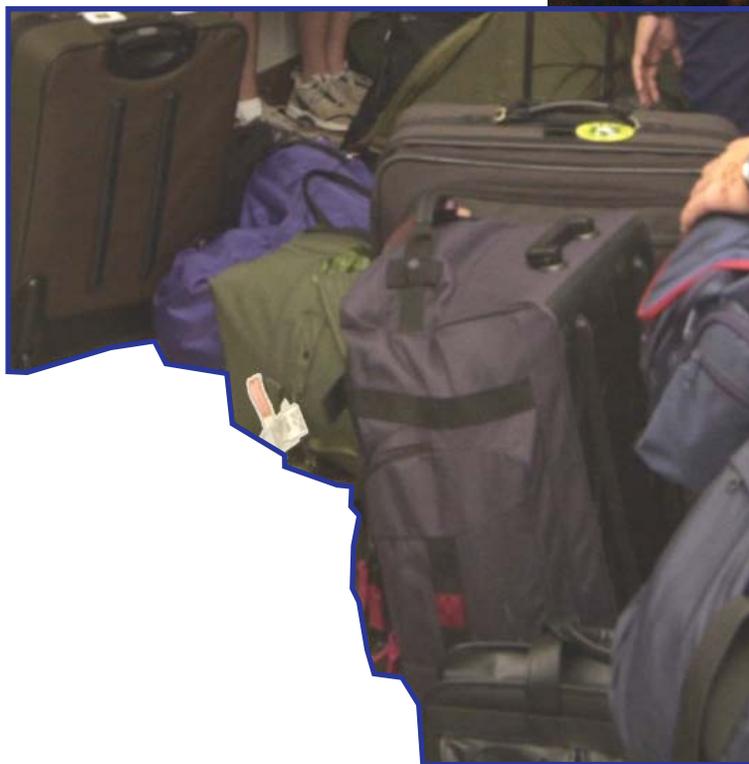


"I challenge all Coast Guard units to improve the environment, and to reduce our environmental footprint."

These are the words of the Commandant's Environmental Stewardship Commitment made in March of 2007. Here are suggestions on how to get started on your own commitment to being an environmental steward in your travel, meetings, and in the office.

Environmentally-Friendly Traveling:

- ✓ Use teleconferencing if possible. Avoid travel all together.
- ✓ Carry your own shampoo and soap (3oz liquid maximum for Airlines). Leave hotel soaps and shampoos there.
- ✓ Avoid room service.
- ✓ Let management know that you don't want your sheets and towels changed everyday.
- ✓ If the hotel provides complimentary newspapers, pass yours on to someone else, or leave it in the lobby for another reader. Ask the hotel to see that it's recycled.
- ✓ When leaving the hotel room, turn off lights, appliances, and turn down AC/heat.
- ✓ Recycle when and where available.
- ✓ Use hotel van instead of a rent-a-car. Use public transportation.
- ✓ Don't litter.
- ✓ Carry bottled water and refill it (remember airline restrictions).
- ✓ Avoid Styrofoam.
- ✓ Let the management know that being environmentally conscious is important to you.



By doing these small things every day you travel, you are reducing waste, decreasing the demand for energy, and decreasing your environmental footprint. For more information about green hotels, please visit www.environmentallyfriendlyhotels.com or www.greenhotels.com.

Eco-Meetings:

- ✓ Advertise the meetings using a website and emailing to reduce paper consumption.
- ✓ If you must have handouts, print on recycled paper -- use both sides.
- ✓ Email the presentations to the attendees instead of having handouts.
- ✓ Meet close - try to plan the meeting in an area where most of the participants are and reduce the amount of travel that has to be done.
- ✓ Recycle any bottles, cans, and paper at the meeting site.
- ✓ Bulk order sugar, cream, salt, pepper, and other condiments to reduce packaging waste.
- ✓ Donate the left over food to a food bank.
- ✓ Save energy and encourage turning off lights, heating, and AC when not in use.



For more information on how to green your meetings, please visit <http://www.bluegreenmeetings.org>.

Green Office:

- ✓ If possible, turn off machines and lights at the end of the day. Plugging electronic equipment into power strips and at the end of the day, turning off the power strips. Even though the machine is shut down, anything with a transformer slowly pulls power out of the socket.
- ✓ Turn off monitor if leaving your desk, even for a few minutes.
- ✓ Try to store documents electronically. Saves space and trees.
- ✓ Print the text you need and try double-sided printing.
- ✓ If you can, bring native plants into the office to better the air quality. And it beautifies the office as well.
- ✓ For shipping, re-use packages. Use shredded paper as packaging material.
- ✓ Carpool or metro.
- ✓ Buy suits and clothing that don't require dry cleaning, or if that's not possible, try to find a dry cleaner that use non-toxic chemicals.
- ✓ Get you own recycling bin to make sure that it is easy to recycle. Then transport it to a large bin at the end of the day/week.
- ✓ Let people know that you care about the environment and push for more green initiatives in the office.



For more information about greening the office, please visit <http://www.epa.gov/climatechange/wyacd/office.html>.

The Coast Guard is known as an environmental protector, the first on the scene whenever an environmental disaster occurs. They go where no one dares to venture to perform actions that save countless lives and preserve boundless wilderness. Use these tips to be similar to our courageous personnel in the field; be up to the Commandant's challenge and become an environmental steward!

For any questions, comments, or suggestions, you can contact Ken Malmberg at (202) 475-5691 or by email at Ken.B.Malmberg@uscg.mil. 