

Our mission is to bind the nation together by providing universal delivery service, which has been the foundation of the Postal Service for **more than 240 years.**



- USPS is the core of a more than \$1.3 trillion dollar mailing industry.
- Handles 47% of the world's mail volume.
- Over 600,000 employees
- Nearly 33,000 facilities, 230,000 Vehicles
- Delivers to nearly 159 million addresses each day
- Postal Service receives NO tax dollars

Last year, the USPS:

- Was a recipient of EPA Region 9 Federal Green Challenge Award for Recycled Paper Purchasing
- Recycled over 250,000 tons of material
- Expanded EPP purchases from 41 key suppliers to 56 over the course of the year
- Spent almost \$440 million on Environmentally Preferable Products





❑ **Build a Conservation Culture (Internal focus)**

- Reduce energy, fuel, and water use and cost
- Reduce waste to landfills
- Reduce consumables
- Engage employees

❑ **Adopt Sustainable Business Practices (External Focus)**

- Take a comprehensive life-cycle approach with our products
- Expand green supply chains
- Help customers “go green”
- Reduce greenhouse gas emissions



How do we meet the Challenge:

- Standardization of processes at a national level
 - Engage employees through Lean Green Teams
 - National Recycling Operation
 - USPS BlueEarth®
 - Federal Recycling Program
 - Secure Destruction
 - Carbon Accounting





Sustainability home

- ▶ **Environmental Compliance**
- ▶ **Energy Initiatives**
- ▼ **Sustainability Home**
- Earth Day
- Electronic stewardship
- Green purchasing
- Lean Green Teams**
- National recycling program
- PMG Sustainability Awards
- ▶ **Recycling Initiatives**
- Recycling Pitney Bowes Cartridges
- Standard Operating Procedures (SOPs)
- Waste Minimization Bulletins
- Water conservation
- Video archives
- All Programs**
- Contact information**

Lean Green Team Initiative

Lean Green Teams build on the Postal Service's efforts to create a culture of conservation. They help us become leaner, greener, and more sustainable.

The teams mobilize people to help us reduce our carbon footprint and save money by finding low- and no-cost ways to reduce facility energy and vehicle petroleum use, improve water efficiency, buy fewer supplies, reduce solid waste sent to landfills and increase recycling.

Team members are employees with a wide range of specialties, such as operations, maintenance, facilities, supply management and human resources. All play important team roles, but perhaps the most important thing they do is adopt green practices in their daily lives.

How to get involved

If you would like to get involved, talk to your manager about establishing a Lean Green Team at your facility. Check out the on-line Green Team Orientation below for a 20 minute on-line simulation of how a Lean Green Team works. Look at the [Green Project List](#) to see which projects apply to your facility. Use the [Green Initiative Tracking Tool](#) to track the status of your projects and watch your facility improve its performance and help us reach our sustainability goals.

More links are available here for assistance and guidance as you lead the way in helping to make the Postal Service a leaner, greener place to work. If you have comments or questions, please email us at Sustainability@usps.gov.

Lean Green Team resources

- [Saving Earth and Agency – a Lean Green Team Feature Article in the Government Executive](#)
- [Lean Green Team Kickoff](#)
- [Green Project List](#)
- [Green Initiative Tracking Tool \(GITT\)](#)
- [Lean Green Team Guide](#)
- **Green Team Orientation course:** A 30 minute on-line simulation for new team leaders and members. Log on to the Learning Management System portal on Blue and search for course #10017645.



Quick Links

- [Annual Sustainability Report](#)
- [Green Survey Results](#)
- [New! ATG-APEC Tank Gauge Portal](#)
- [Compliance requirements at my facility](#)
- [Environmental Compliance Bulletins and Policy](#)
- [Environmental Tool Kit](#)
- [Lean Green Teams](#)
- [National Recycling Operation](#)
- [Ordering green](#)
- [Service talks](#)
- [Spills and Regulatory Reporting](#)
- [Standard Operating Procedures \(SOPs\)](#)
- [Storage tank site responsibilities](#)
- [Utility management system](#)
- [Video archives](#)
- [Waste Management Summary Table](#)
- [Waste minimization bulletins](#)



Green Initiatives Tracking Tool

Welcome to GITT

[Reports](#) [Log Off](#)

Use the drop down menu below to select Facility for which you wish to perform the Green Initiatives Tracking.

Select Facility:

Area Name :

SOUTHEAST

District Name :

NEW YORK PFC

Facility Finance Number :

359668

Facility Name :

NYC-WHITEHALL STA

Select



GITT Status:

0 / 6

[Print](#)

FACILITY INFORMATION

Participating Facility Name: NYC-WHITEHALL STA

Facility Manager:

(First) (Middle) (Last)

Area Name: SOUTHEAST

District Manager:

(First) (Middle) (Last)

District Name: NEW YORK PFC

AVP:

(First) (Middle) (Last)

Created By:

Create Date:

Last Modified By:

Last Modified Date:

MAIN
INFORMATION

CORE
PROJECTS

ENERGY
REDUCTION

VEHICLE
PETROLEUM USE

RECYCLING
AND ZERO WASTE

CONSUMABLES
REDUCTION

WATER
CONSERVATION

Finance Number:

359668

Type of Team:

Select Team Type

Team Members:

Select Team Members

Green Champion:

(First)

(Middle) (Last)

Save

Continue



1.01 Set thermostats correctly

The heating, ventilation, and air-conditioning (HVAC) system for a facility is usually the largest consumer of energy, aside from mail-processing equipment. Setting temperatures a few degrees higher in the summer and lower in the winter can yield substantial energy savings.

In smaller facilities, wall-mounted thermostats regulate temperatures. In larger facilities a building automation system controls the temperature settings for the HVAC system.

The Postal Service has an established standard temperature setting of **65 degrees for heating** and **78 degrees for cooling**. Settings should be adjusted to these temperatures when the facility is occupied. A facility with programmable thermostats or a building automation system also has settings for when the building is unoccupied. During these times the settings should be 3 to 5 degrees higher in the summer and 3 to 5 degrees lower in the winter. In addition to monitoring the temperature, the team should confirm that daily/hourly settings and system clocks are correctly configured for programmable thermostats and building automation systems.

Since temperature settings are often a source of concern for employees, make an effort to inform everyone of planned changes and the corresponding environmental benefits. Use service talks or written communication methods to encourage employees to dress appropriately (e.g., wear extra layers if necessary in the colder months). Request feedback from employees who have specific concerns about the temperature at their workstations. Keep track of these issues and contact maintenance personnel to correct them.

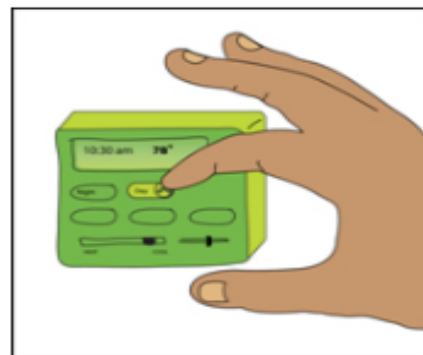
In larger facilities that use centralized chilled water for cooling, verify settings to ensure they're set to the recommended temperatures. Work with both facilities and maintenance personnel to understand both the chilled-water-design temperatures and system limitations that may require the temperature to deviate from the standards.

Finish line

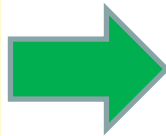
- Verified and adjusted temperatures levels and schedules.
- Communicated changes to all employees.
- Contacted maintenance staff to correct any issues.

More information

- [Calculator for Programmable Thermostat, EnergyStar](#)



More than 40 locally proven low/no cost actions





Simplified Sustainability Report with Usage and Spend

GT National	Indicator	Note	Current YTD Usage	Current YTD Dollars	SPLY Usage	SPLY YTD Dollars	Usage % Change SPLY vs. Current	Dollars % Change SPLY vs. Current
<u>National</u>	Facility Energy (usage in kBtus)	2 months in arrears	10,905,005,851	\$300,468,613	11,312,510,597	\$310,595,579	(3.6%)	(3.3%)
<u>National</u>	Owned Vehicle Petroleum Fuel (usage in gallons)	Current	145,217,314	\$508,631,183	148,546,930	\$487,070,340	(2.2%)	4.4%
<u>National</u>	Water Use (usage in gallons)	Current	0	\$23,243,777	0	\$24,008,181		(3.2%)
<u>National</u>	Expense Waste to Landfill	Current	0	\$54,224,139	0	\$49,338,045		9.9%
<u>National</u>	Consumables (usage same as spend)	Current	310,913,799	\$310,913,799	314,885,407	\$314,885,407	(1.3%)	(1.3%)
Total			11,361,136,964	\$1,197,481,510	11,775,942,934	\$1,185,897,552	(3.5%)	1.0%

GT National		Indicator	Current YTD Amount	SPLY YTD Amount	Amount YTD - SPLY	% Change SPLY vs. Current
<u>National</u>	Revenue	AIC 149 Recyclables	\$20,515,374	\$21,978,528	(\$1,463,154)	(6.7%)
<u>National</u>	Revenue	AIC 156 Recyclables.	\$3,023,449	\$2,482,231	\$541,218	21.8%
Total	Revenue		\$23,538,824	\$24,460,760	(\$921,936)	(3.8%)
<u>National</u>	Expense	Expense Waste to Landfill	\$54,224,139	\$49,338,045	\$4,886,094	9.9%
<u>National</u>	Expense	AIC 696 Recycling Expenses	\$102,921	\$111,438	(\$8,517)	(7.6%)
Total	Expense		\$54,327,060	\$49,449,483	\$4,877,577	9.9%



PMG Sustainability Excellence Awards

- Recognition for functions, facilities, groups, and individuals that are contributing to a sustainable workplace

Lean Six Sigma Sustainability Project Award

- Available to a Lean Six Sigma team that demonstrates how we can both eliminate waste and add value for our customers



Reduction in trash disposal costs and increasing recycling revenue by diversion of solid waste (mixed paper/UMM) to recycling and “right-sizing” trash services

- Standardized equipment and recycling operations
- Utilizes USPS’s unique transportation network to backhaul recyclables from smaller post offices to larger hub plants (no additional transportation required)
- Reduces impact on the environment



- **Standardized Equipment Installation (2014-2018)**
- **Recycling Hub Facilities Deployed: 175**

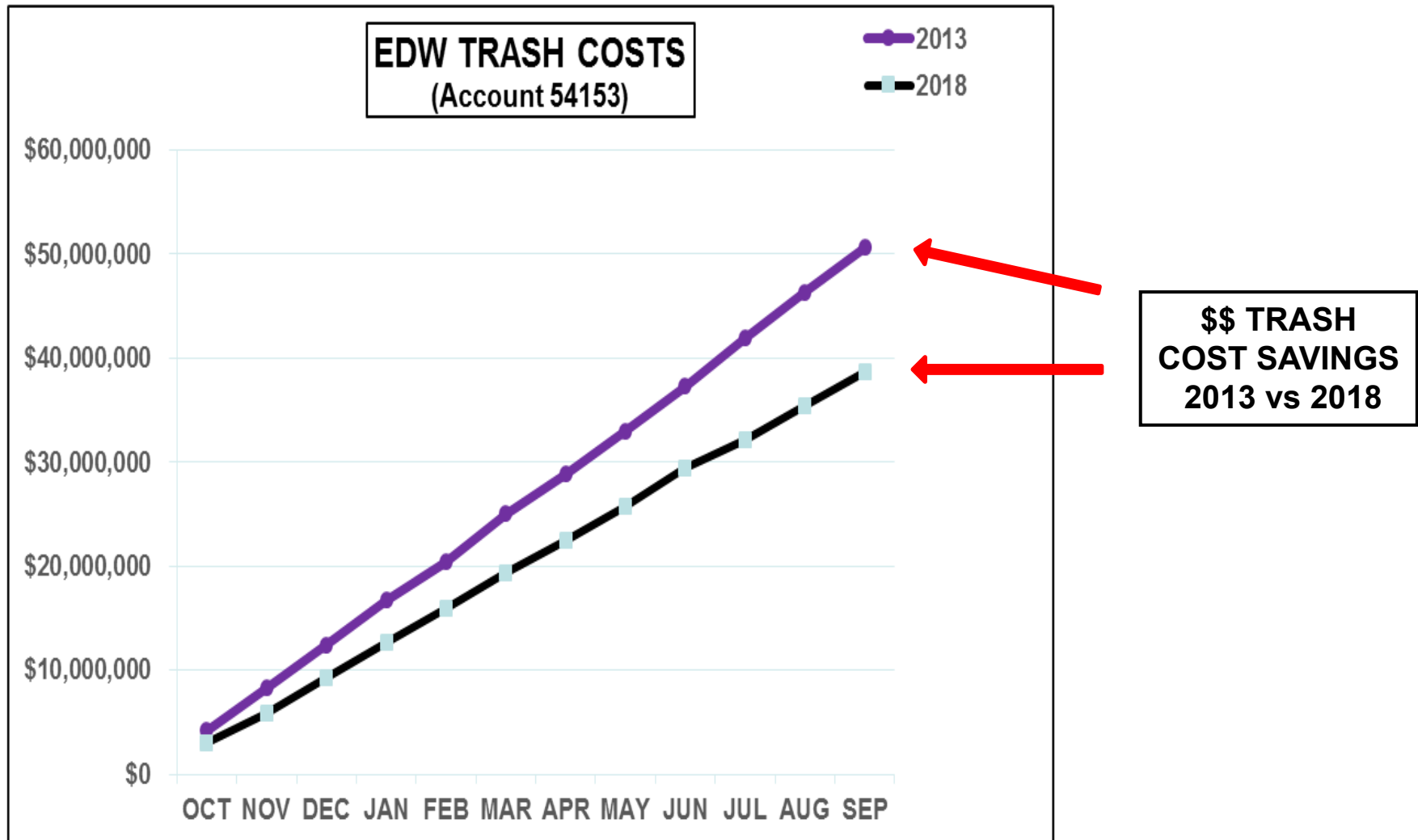


**Interior
View**

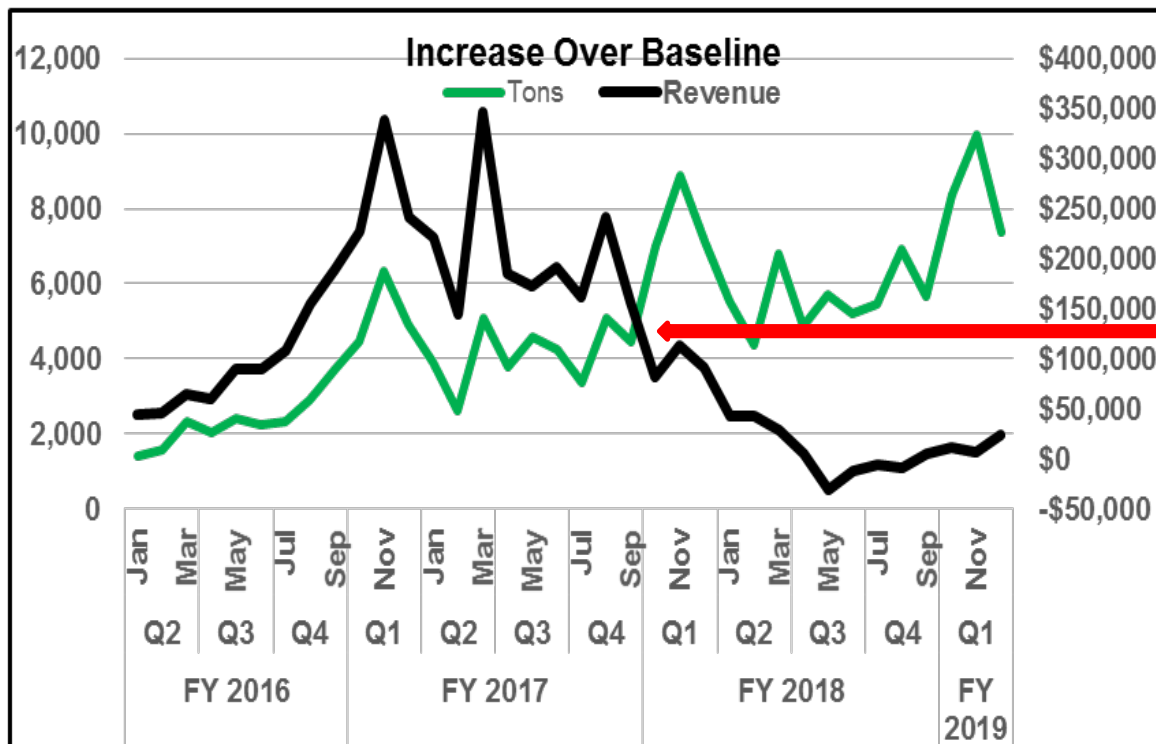


Exterior View

Recycling Dumper/Compactor Assembly



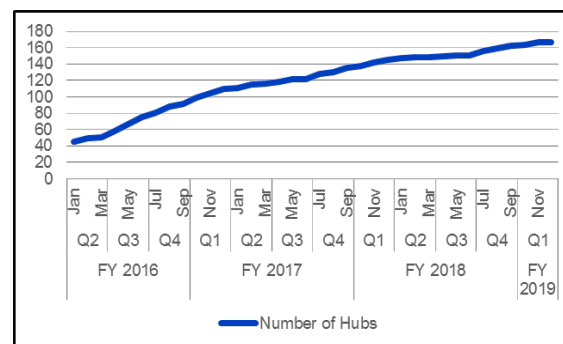
Trash Disposal Cost Reduction



Recycling Revenue vs Recyclable Tonnage:
“Recyclable Paper Export “China” Market Commodity Decline (MP-54)”

Increase in Number of Recycling Equipment ‘Hub Facility’ Sites.

Recycling Revenue



- The US Postal Service is committed to being a leader in Sustainability.
- We also are committed to assisting our customers to achieve their own Sustainability initiatives.

USPS BlueEarth® 

USPS BlueEarth®

 **Federal Recycling Program**

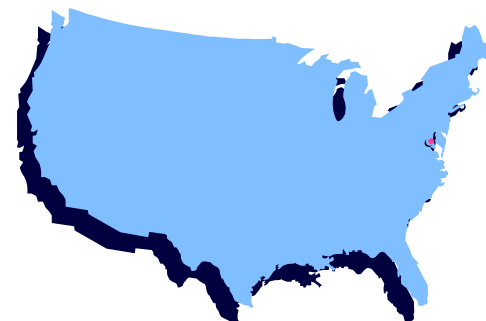
- Convenient web-based service provides federal agencies and their employees the ability to securely recycle unwanted electronic devices and toner and ink cartridges at no shipping cost (cost paid by recipient).
- Agencies receive a Recycling Activity Report with data to assist them in meeting Executive Order requirements.
- Diverts landfill waste to recycling, and increases USPS mail volume and revenue.





USPS Has Made Available a Comprehensive E-Recycling Program for Federal Agencies

- Supplements Existing Recycling Programs
- Included in National Strategy for Electronics Stewardship
- All Domestic Sites, including
 - Alaska, Hawaii,
 - Puerto Rico, Virgin Islands, Guam
- Includes Agencies and Employees
- Small Electronics and Printer Cartridges
- At No Cost for U.S. Federal Agencies
- Simple to Launch and to Use
- Agency Reports





- **The Program Has Two Major Categories**
 1. A recycling program for federal agencies on a national level for official equipment at the agency location
 2. A recycling program for federal agency employees' disposal of their employee owned property from home





■ Web based

1. For official equipment only, shipped from the agency location
2. For employee's personally owned equipment only, shipped from home

■ Simple Process

1. Enter information on web site
2. Print label
3. Pack in box (not provided, recommend re-use of boxes...70 lbs. max)
4. USPS picks up with existing mail.



***Provides a Process to Separate Federal Assets
from Employee Owned Equipment***



RECYCLE
Laptops and Notebooks



RECYCLE
PCs, Servers, and Storage



PC towers
Hard disk drives
Portable disk
drives
Blade servers
Small-scale
servers

- *Accessories may only be sent when packed with cell phones or computers*



- Hand Held Radios (aka Walkie Talkies)
 - Two Way Radios (aka CB Radios)
 - Office Telephone Systems
 - AC Adapters and assorted power cords
 - Hand Held Scanners (barcode scanners, inventory scanners etc...)
 - Small Fax and Document Scanners
 - Postage Machines (not meters)
 - Receivers
 - Flat Screen Monitors
- *No CRT Monitors





<http://www.fedrecycling.com>

1. Select your Agency
2. Select Agency Assets or Personally Owned
3. Select your Items

Federal Recycling Program

FedRecycling.com

Welcome to FedRecycling.com!

The Federal Recycling Program allows participating government service agencies to recycle empty printer cartridges and various small electronics. We also encourage employees to recycle their own items through this simple recycling program.

How Does It Work?

1. Fill out and submit the form below
2. Print a prepaid USPS® label and tape it to your shipping box
3. Give the box to your postal carrier

This program is free so visit often and help keep these items out of our Nation's landfills.



Let's Get Started

Please select the US Government Agency you work for:

Are you recycling Official Agency or your personal property?

[FAQ](#) | [Contact Us](#)



In Cooperation with [Clover Technologies Group](#)



FedRecycling.com » [USPS Agency Assets](#)

Welcome USPS® employee!

Thank you for choosing to recycle your Official USPS Assets with the Federal Recycling Program. Here you can recycle inkjet and laser printer cartridges and many types of small electronics from your Agency. Select what you are recycling.

Printer Cartridges

- Inkjet and laser cartridges



Select

Laptops

- Laptops, notebooks, and netbooks



Submit

PC's, Servers, Storage

- PC towers
- Portable disk drives
- Hard disk drives
- Blade servers
- Small-scale servers



Submit

Small Electronics

- Cell phones
- Tablets/readers
- GPS devices
- Smartphones
- MP3 players
- Digital cameras



Submit



- Steps: *Note Instructions on Each Web Page*
 - Enter Information
 - Print label
 - Pack in box (not provided, recommend re-use of boxes)
 - Schedule free pick-up
<https://tools.usps.com/go/ScheduleAPickupAction!input.action>

- Print confirmation page for your records

- Track your packages via www.USPS.com



Search USPS.com or Track Packages

Quick Tools

Ship a Package

Send Mail

Manage Your Mail

Shop

Business Solutions

Schedule a Pickup

No time for the Post Office™? Schedule a free Package Pickup and we'll come get your shipment during regular delivery. To schedule multiple pickups, sign in to your USPS.com account.

* Indicates required fields

Still Have Questions?
[Browse our FAQs](#)

You can also...
[Make changes to a Scheduled Pickup](#)

Where should we pick up?

Your carrier can pick up your shipment free during regular mail delivery if you're using an expedited service like Priority Mail®, Express Mail®, Global Express Guaranteed®, or Merchandise Return services.

Name and address
BLUEEARTH DOT GOV
GEORGE W OLSEN
9845 GERWIG LN
COLUMBIA, MD 21046-1520

[Edit](#)
[Service Available](#)

Phone Number:
410 381 1219

Email Address:
GEORGE.W.OLSEN@USPS.GOV

Where should we look for your shipment?

*Where should the carrier look for your shipment?

[Other \(additional instructions required\)](#)

Enter any additional instructions:

FedRecycling Program 300 packages on 3 pallets available at Agency Mail Room between 9:00 AM and 5:00 PM Carrier if you are unable to make this collection today please notify your supervisor.

NOTE: Add Instructions if necessary

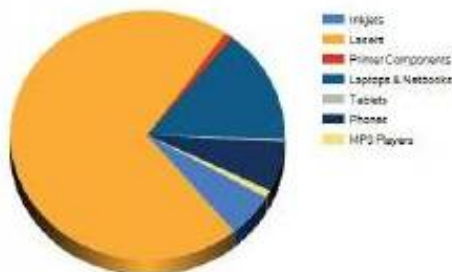


Recycling Activities Report for All Agencies

5/1/2013 - 7/25/2013

Results of Agency-owned Asset Recycling

Impact Summary



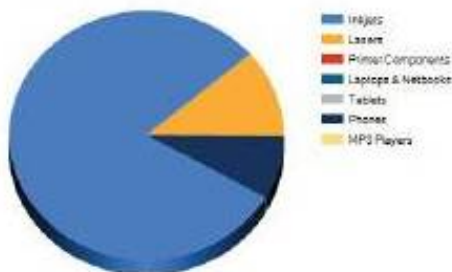
Total Units Collected

Total Pounds

30 Inkjets	3.00
366 Lasers	753.96
5 Printer Components	1.25
77 Laptops & Netbooks	240.00
2 Tablets	0.00
34 Phones	8.50
5 MP3 Players	2.50

Results of Employee-owned Asset Recycling

Impact Summary



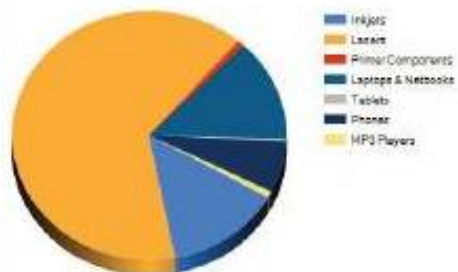
Total Units Collected

Total Pounds

49 Inkjets	4.90
7 Lasers	14.42
0 Printer Components	0.00
0 Laptops & Netbooks	0.00
0 Tablets	0.00
5 Phones	1.25
0 MP3 Players	0.00

Total Results

Impact Summary



Total Units Collected

Total Pounds

79 Inkjets	7.90
373 Lasers	768.38
5 Printer Components	1.25
77 Laptops & Netbooks	240.00
2 Tablets	0.00
39 Phones	9.75
5 MP3 Players	2.50

End-of-life Solution (Pounds)

Reused	Recycled
837.94	191.84

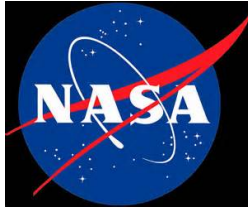
Recycling Activities Report

- Accessible by designated individuals
- Contains agency and employee transactions

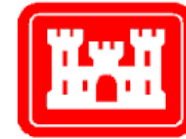
Ron Kecman

ronald.n.kecman@usps.gov

703-406-6277



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA



US Army Corps
of Engineers®



Smithsonian





- Allows mailers to have their Return-to-Sender First-Class Mail® intercepted and securely destroyed by the Postal Service™
- Reduces costs for both USPS and customers, reduces carbon emissions and increases recycling
- Customers receive electronic reports

Each year USPS® returns over 1.2 billion pieces of Undeliverable-As-Addressed (UAA) First-Class Mail® to mailers



Secure Destruction eliminates UAA Return to Sender mail at the USPS® facility.

Secure Destruction Service

Secure Destruction was created in response to mailers asking to reduce handling costs for “Return to Sender” mail with Privacy Protected Information (PPI)



Applies only to letter and flat sized First-Class Mail®



Performed by USPS® employees in USPS® facilities

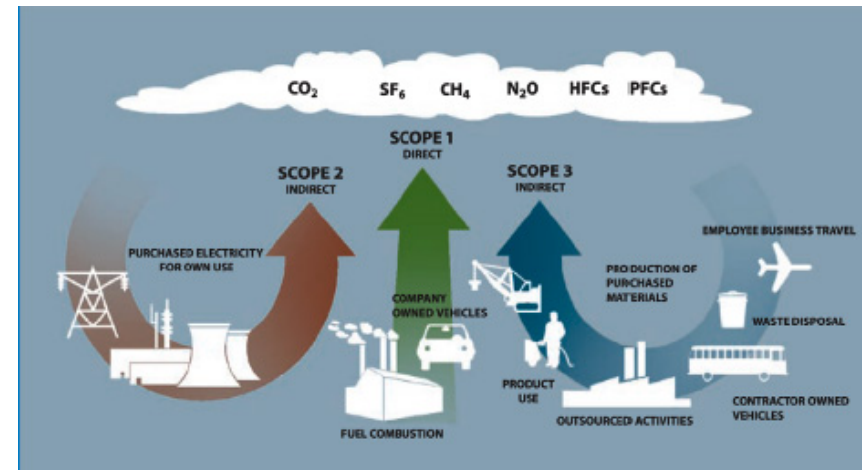


An opt-in service for mailers provided at no additional fee

Report designed to support our customers' efforts to estimate and manage their greenhouse gas (GHG) emissions.

- **Displays the carbon dioxide equivalent (CO₂-e) impact in metric tons (MT) that the Postal Service incurs for your parcels and/or mail pieces.**

- **Month**
- **Quarter**
- **Fiscal Year**
- **Year Ending in Selected Month**



- **Report designed to support our customers' efforts to estimate and manage their greenhouse gas (GHG) emissions.**




Manage Mailing Activity
 > Home
 > Summary
 > Balance and Fees
 > Postal Wizard
 > Electronic Data Exchange
 > Mailing Reports
 > Dashboard
 > Manage Permits

[Home > Mailing Reports](#)
Mailing Reports
 > [View Transactions](#)
 > [Pending Postage Statements](#)
 > [Statement of Ownership](#)
 > [Induction Activity Report \(eInduction\)](#)
 > [Electronic Verification Activity \(EVS\)](#)
 > [BRM Invoice Detail Report](#)
 > [Mailing Summary Report](#)
 > [Mail Quality Reports](#)
 > [Issue Level Postage Statement](#)
 > [Publication Report](#)
 > [View Periodical Transactions](#)
 > [Carbon Accounting Statement](#)
Full Service
 > [Data Distribution Dashboard](#)
 > [Push Subscription Profile](#)

■ Report covers emissions from all activities the Postal Service conducts.

■ Does not cover production or transportation done before the mail is accepted by the Postal Service or any use or disposal of the mail after it is delivered



HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity
 > Home
 > Summary
 > Balance and Fees
 > Postal Wizard
 > Electronic Data Exchange
 > Mailing Reports
 > Dashboard
 > Manage Permits

[Home > Mailing Reports > Carbon Accounting Statement](#)
USPS BlueEarth™
 Carbon Accounting Statement

[All Locations Included in This Report](#)
 Change Month and Year
 December 2011 Show Data

Month 03 of Fiscal Year 2012 (12/01/2011 - 12/31/2011)
☒ Month ☐ Quarter ☐ Fiscal Year ☐ Year Ending In Selected Month

Carbon Accounting Statement
 This report displays the carbon dioxide equivalent (CO₂e) impact in metric tons (MT) the Postal Service incurs for your parcels and/or mail pieces.
[Click here for more information](#)

Month/Year	Mail Product	Pieces Used in Emission	Pieces Excluded	Variable Carbon Emission (MT)	Fixed Carbon Emission (MT)
Dec 2011	Priority Mail	7	0	0.0481	0.0053
Dec 2011	Standard Mail	222	0	0.0416	0.0307
	Total	229	0	0.0897	0.0360

Page: 1
[CSV](#) [Excel](#) [XML](#) [PDF](#)

Questions?

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