

IDEAS consolidated from 9/24/02 Kick-off meeting of the Green Team

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| <p style="text-align: center;">ENERGY</p> |
| <p>PLUG INS</p> |
| <p>1. Install desk occupancy sensors. Expand auto shutdown for computers, desk lights and monitors</p> |
| <p>2. Conservation measures on plug ins (i.e. Change Energy Star to maximum on all computers and use power management settings). Program to encourage turning off of monitors/lights/fans when not needed. Have the computer prompt people with a list on energy saving techniques. Analyze whether it takes more energy to shut down and start up computer</p> |
| <p>3. Energy efficient refrigerators.</p> |
| <p>4. Benchmark the energy use for the building</p> |
| <p>LIGHTS</p> |
| <p>5. Replace nonfunctioning light sensors.</p> |
| <p>6. Install sensors to turn off lights near the windows when the sun is bright</p> |
| <p>7. Install light timers in work stations.</p> |
| <p>8. Lighting management plan for the lab</p> |
| <p>9. Distribution of energy star lights to staff</p> |
| <p>HEAT/COOL</p> |
| <p>10. Complete balancing work in the building</p> |
| <p>11. Revise thermostat setting and evaluate whether seating arrangements can be changed so that “too cold” or “to hot” people are seated in areas where they will be comfortable.</p> |
| <p>12. Evaluate overnight thermostat settings - is there a benefit to keeping the AC on at night.</p> |
| <p>13. Have a “wear your sweater to work day” in the winter and turn the thermostat down</p> |
| <p>MISCELLANEOUS</p> |
| <p>14. Change elevators to allow them to move independently</p> |
| <p>15. Purchase green power for the building</p> |

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| TRANSPORTATION |
| ALTERNATIVE WORK LOCATION |
| 16. Increase telecommuting. |
| 17. Increase the use of flexiplace Increase work at home option and analyze impacts |
| 18. Allow for credit for work done during commute time |
| BIKES |
| 19. Advocate as an employer for more bicycle commuting, and promote it among EPA employees. Implement the Smart growth team bike strategy. |
| 20. Create a bike to work day |
| BOATS |
| 21. Convert all EPA 2-stroke outboard motors to less polluting 4 stroke motors |
| CAR POOLING |
| 22. Increase car pooling. Promote car pooling |
| 23. Include car pooling from home and for EPA events and meetings |
| 24. Develop a tool that will expand the reach to connect people who would like to car pool (i.e. like in the vicinity of JFK and Tip O'Neil) |
| FLEET CARS/MOTOR POOL |
| 25. Increase the number of hybrids in the fleet. |
| 26. Change AFV requirements so that we can get credit for leasing hybrids. |
| 27. Reduce fuel consumption in GOVs and rental cars. |
| 28. Join Zip car |
| 29. Send a notice to administration when GOV is not available Look at software options to increase information available to travelers about GOVs 2-16 |
| 30. Analyze GOV parking location and identify optimal location to reduce environmental and economic impact. |
| 31. Analyze motor pool and travel records on how far we travel (by car and plane), how much it costs and the environmental impact. |

PUBLIC TRANSIT

32. Increase the number and percentage of staff using public transportation (now at 59%), by giving transit subsidy in advance as an one incentive.

Expand transit subsidy to private car pools

33. Add and review commuting options that are in the 10th floor display including Peter Pan and other bus schedules.

34. Encourage and provide information for train travel for trips

35. Analyze why people do not take public transportation.

TRAVEL

36. Use Triple E (an agency that rents hybrids to employees while on travel).

37. Establish a shuttle service between Chelmsford and Boston, This may be able to be done through the existing pouch mail shuttle. The shuttle could be made one day or multiple days a week. This would reduce miles driven.

SOLID WASTE

COMPOST

38. Use vermicomposting (worm composting bins) in the building.

COPIERS/COPYING

39. Develop a standard to determine how to only copy what is needed.

Upgrade copiers especially those with maintenance problems. 1-1f

Train staff on double sided copying.

LOU'S

40. Provide transport baskets or returnable sacks to replace paper bags at Lou's snack shop.

Encourage staff to use reusable utensils instead of plastic ones.

Have a place to eat outside the snack shop to eliminate the need for bags.

41. Work with Lou and area coffee shops to have our mugs accepted for filling.

Encourage the use of refillable cups.

MAIL

42. Reduce direct mail and publicize how to remove your name from unwanted direct mail.

43. Purge mailing lists of duplicates.

Regularly evaluate mailing lists and eliminate duplicates.

ON-LINE/ELECTRONIC

44. Use of electronic mail for in-house publications.

45. On-line access to outside publications or indexes.

46. Electronic time cards, training forms, pay stubs, procurement and leave slips and educate staff on use of them and make it easy to find them through an icon.

47. Upgrade the electronic clip service so that there is a searchable service in each division.

48. Encourage electronic mailings as an alternative to sending hard copy to outside entities.

49. Electronic reporting to EPA of DMRs, etc.

PRINTING/PRINTERS

50. Double sided printing.

51. Use of one sided printed paper for drafts designating one printer for finals.
Synchronize printers, or be able to select drawers from PC so that do not print on someone else's letterhead.
Enhance capability to control printers, dedicate one to drafts that print on scrap paper .

52. Educate staff on double sided printing

53. For those who have to print Email, create a way of pulling emails together to print on as little paper as possible.
Determine a way to print emails without the header information. 4-12

54. Fix travel manager to reduce the number of pages that are printed (8 pages now). 1-2a

RECYCLING

55. Clean files on an annual basis.
Connect activities with America Recycles Day 11/15- clean up/recycle day; competition between divisions; clothing drive, etc.

56. Expand and promote more recycling - Plastics 4 and 5, metal, Cell phones, food waste, transparencies, etc.

57. Battery drop off and recycling for home and office batteries; educate on which ones to throw away/recycle, when use rechargables, bulk purchase rechargers.

58. Provide a collection point and recycling for cell phones (Agency and personal)

59. Incentives to increase recycling

REDUCE

60. Inventory the publications we have and plan to reduce.

61. Reduce size of envelopes and use trifold brochures to reduce amount of paper used.
Determine letter and publication print and margin size to reduce amount of paper used.

62. Bulletin board to post office wide memos and announcements instead of giving paper copy.

63. Reactivate TV monitors to post daily schedules or announcements (as they do in JFK building) to reduce paper notices.

64. Evaluate need for mass mailing

65. Make it easier to transfer travel documents between two Regions

REUSE

66. In-house electronic bulletin board to facilitate reuse of equipment and materials or designate space for a reuse room.

67. Increase donation programs and target environmental organizations (for computers and other excess office equipment).

MISCELLANEOUS

68. Establish shared or centralized files.

69. Analyze the solid waste records and evaluate the cost and impact.

70. Evaluate whether hand dryers would be better than paper towels in the bathrooms.

PROCUREMENT

71. Training for credit card purchasers to buy EPP.

72. EPP for EPA purchases, Comprehensive Procurement Guidelines for recycled products.

73. Energy Star copiers, printers, computers, etc.

74. Replace VOC markers.

75. Shade grown coffee for canteen

76. Shift to green cleaning products

77. Reduce the amount of buffing of the Lab floor.

78. Replace antibacterial soaps and dishwashing liquids in bathrooms and galleys.

WATER

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| 79. Pilot the WAVE (an EPA voluntary water reduction program) soft ware for office buildings. |
| 80. Reach to community based on our office as a pilot on water conservation |
| 81. Upgrade faucets to faster shut off to save water |
| 82. Change toilets to low flow |
| EDUCATION |
| AT HOME |
| 83. Provide employees with information on what they can do at home to recycle, be a green consumer, green power, reduce the amount of junk mail. |
| 84. Vendor fair for staff on recycled, EPP products for home and office. |
| 85. Challenge employees, give them presentations they can use, to benchmark their own homes, buildings in their communities and to do cities for Climate Protection. |
| 86. Educate staff on the Massachusetts renewable trust fund so that they can advocate for its use in their communities and schools. |
| 87. Develop Green Notes - In queue - dry cleaning, thermostats, Energy Star devices, cars Send green notes to other environmental list serves |
| 88. Conduct a P2 university (modeled after Region 8) to inform staff. |
| 89. Food composting - provide information on how to do it at home and bulk purchase sink top composting bins. |
| ENERGY |
| 90. Vendor fair on energy efficiency devices, alternative energy for staff. |
| 91. Enforcement on energy savings |
| GREEN MEETINGS |
| 92. Explore alternatives to driving - video conferencing and satellite broadcasts |
| 93. Create a protocol or criteria checklist to determine if meetings have to be face-to-face or if they can be done via teleconferencing. |
| 94. Make decisions about meeting locations to maximize transit and car pooling Create a file of locations and transportation options. |
| 95. Develop a guidance document for green meetings options (i.e. teleconference, web casts, locations, accessibility, travel options, facilities, contracts to reflect green purchasing, broadcast messages, environmental preferences). |
| SOLID WASTE |
| 96. Develop a training course for computer refresher on electronic info sharing . |

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| 97. Educate people on use of the electronic fax. |
| 98. Educate staff on where our buildings recyclables go. |
| 99. Develop information on better ways (green ways) for information management, including saving of email without printing. |
| 100. Communicate the need to reduce paper usage and use green alternatives. |
| WEB/INTRANET |
| 101. Intranet page for Green Team (fact sheets, resources, meetings, etc.) |
| 102. Web page for the Green team |
| OTHER |
| 103. Develop and implement an Environmental Management System at the lab and One Congress St. |
| 104. Create a vegetation plan for the Lab. |
| 105. Better filters on the vacuum cleaners (hepa vacs). |
| RECOGNITION |
| 106. Determine recognition programs for our efforts (BOMA, WasteWise, Closing the Circle, National Wildlife, etc.) |
| 107. Emails and phone messages of encouragement |
| 108. Awards for individuals/office areas |
| MEASUREMENT |
| 109. Measurement of energy use, solid waste, etc. |
| COMMUNICATION |
| RENOVATION OF ANY NEW SPACE WE WOULD OCCUPY IN THE FUTURE |
| 110. Reuse of existing building materials. |
| 111. Implement the Leadership in Environment and Energy Design (LEED) standards for green buildings and Energy Star certification. |
| 112. Conduct a sustainable design charette for the new building. |
| 113. Record pros and cons and transfer lessons learned. |
| 114. Purchase green power. |
| 115. Implement all EPA voluntary programs internally (WasteWise, WAVE, Energy Star, Tools for Schools, etc.). |

