



# The Green Office Program

Resource Guide



**Sustainability**  
Washington University in St. Louis

# Overview



- E4: Power Mode
- E5: Printers & Copiers
- E7: Space Heaters
- W1: Community Trash
- W4: Recycling Review
- D6: Unwanted Subscriptions
- P6: Styrofoam Products
- P11: Bottled Water
- P12: Green Catering
- T1: Alternative Transportation
- T3: U-Pass
- T7: Buses
- T7: Bikes
- T7: Bearly Drivers Program
- T9: Enterprise Car Share
- A2: New Offices
- A3: Sustainability Pledge
- A5: Green Monday Pledge
- A10: Office Goals
- Green Office Survey

# E4: Power Mode

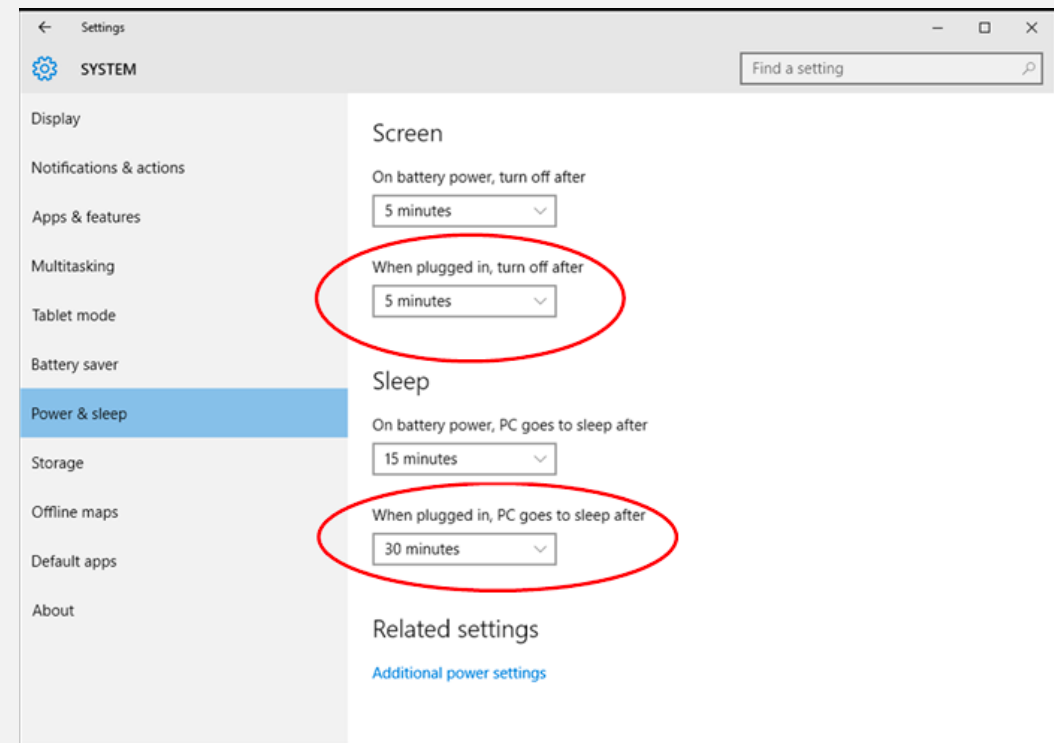
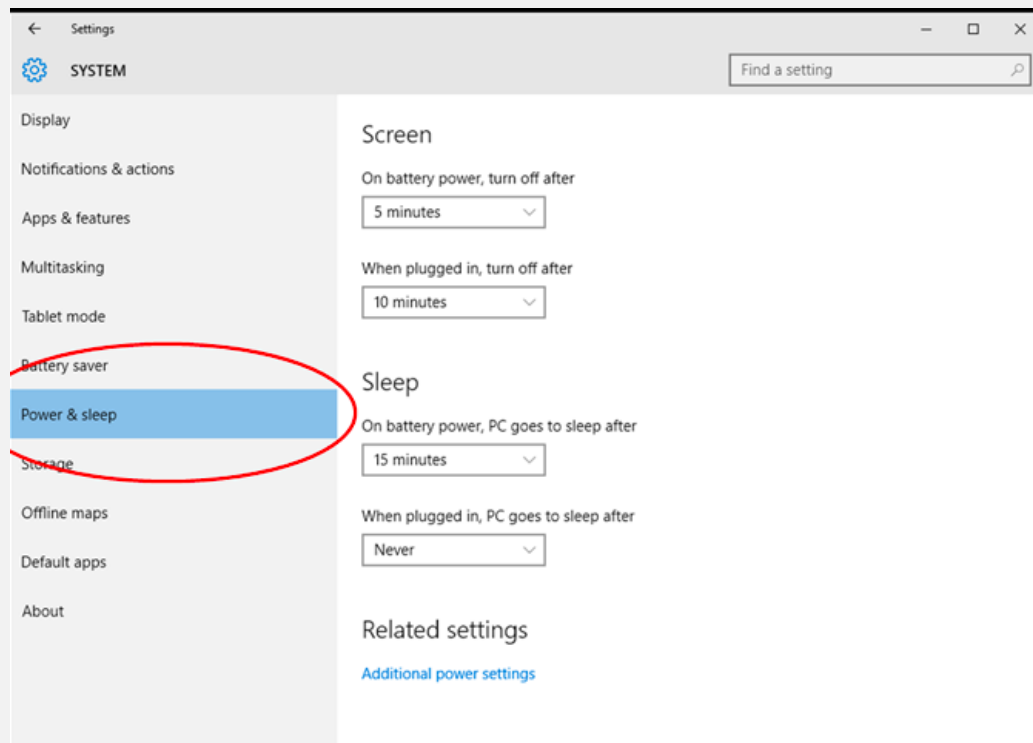


- Enabling power mode **reduces electricity** costs and **fossil fuel use**
- Although your monitor may be on sleep mode when the computer is inactive, your computer itself may not
- Configure operating system (Windows or Mac OS) to reduce power usage



# E4: Windows 10

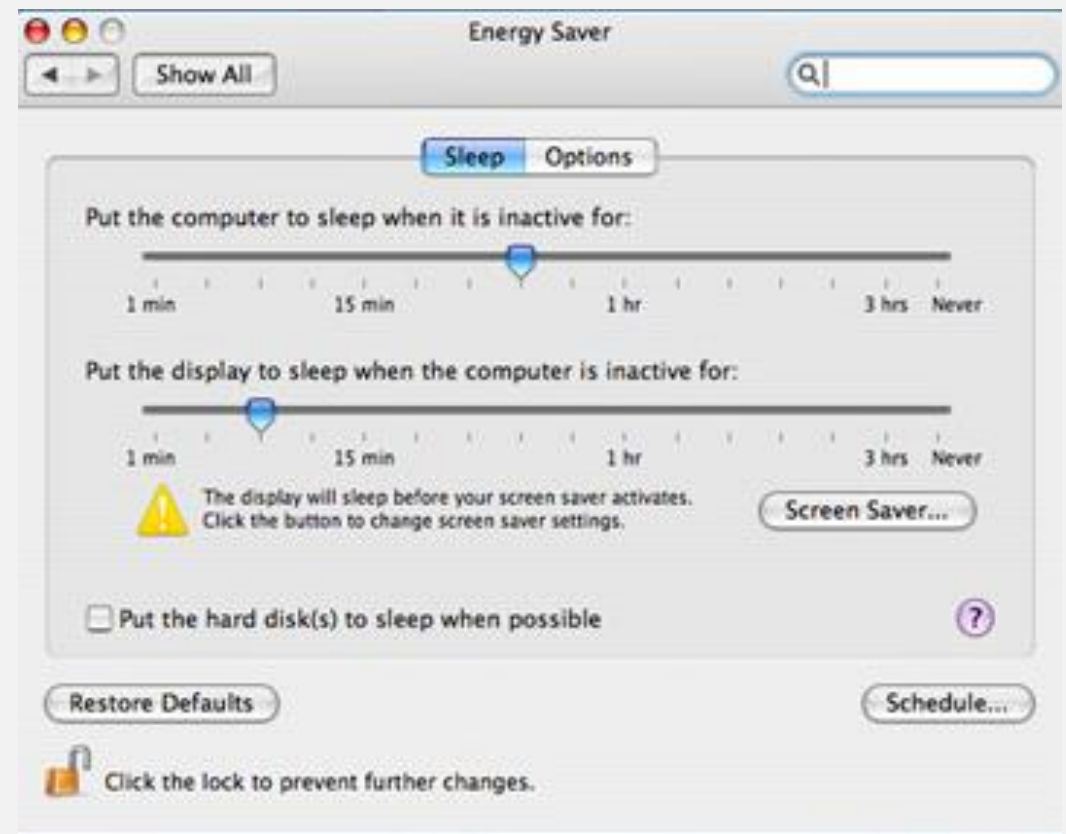
- Click on system, power & sleep, and configure so monitor dims after 2 minutes & turns off after 5 minutes; all computers sleep after 15 minutes



# E4: Mac OS

- Click on system preferences, energy saver, and configure so monitor dims after 2 minutes & turns off after 5 minutes; all computers sleep after 15 minutes
- For more operating systems Windows Vista, 7, & 8, consult a Green Team member or visit

[www.energystar.gov](http://www.energystar.gov)



# E5: Printers & Copiers

- Idle mode uses electricity and reduces the life of your printer
- Turn off printers & copiers each night and enable sleep mode (office and/or individual printers)
- Is there anyone in the office who would volunteer each night? Does the printer have an automatic setting?



# E7: Space Heaters



- Space heaters have very high electricity demands and carry increased risk of fire/circuit overload
- Footwarmers provide the same benefit and none of the risk. Is there anyone willing to try one through our office?



# W1: Community or Hanging Trash Bins

- Remove individual bins in favor of community or hanging landfill ones
- If you have to get up to throw away your trash, you're more likely to make a conscious decision when sorting it
- Office wide trash bins reduce the use of plastic liners
- Reduce custodial costs and boost efficiency





# W4: What to Recycle

- Make sure to look at the labels on plastic products and recycle #1, #2, #3, #4, and #5 plastics.
- Typically, you can recycle...
  - Paper products
  - Glass bottles and jars
  - Metal products, like cans
  - Cartons and cardboard

**WHAT CAN I RECYCLE?**

**TOP 10 IN THE BIN**

1. CARDBOARD
2. PAPER
3. FOOD BOXES
4. MAIL
5. BEVERAGE CANS
6. FOOD CANS
7. GLASS BOTTLES
8. JARS (GLASS & PLASTIC)
9. JUGS
10. PLASTIC BOTTLES AND CAPS

**ALSO RECYCLABLE BUT NOT IN CURBSIDE BIN**

- PLASTIC BAGS AND WRAPS
- ELECTRONICS
- TEXTILES

Find out about your local recycling options here:  
[www.iwantoberecycled.org](http://www.iwantoberecycled.org)

**EPA** United States Environmental Protection Agency  
**KEEP AMERICA BEAUTIFUL**  
**National Waste & Recycling Association** Collect. Recycle. Innovate.  
**SWANA** Solid Waste Association of North America

# W4: What Not to Recycle



- Absolutely no food, liquids, ice, paper cups, to-go bowls/boxes, utensils, Styrofoam, napkins, tissues, or coffee cups and lids should go in.
- Some products, like utensils, coffee cups/lids, and to-go bowls/boxes will say they are compostable. If compost is available, compost. If not, landfill.



# W4: Recycling Check



- Avoid wish-cycling! If you're not sure if something can be recycled but think it could be, it is safer to landfill it instead.
- In Missouri, #6 plastics are NOT recyclable. Only some #7 plastics are compostable. Make sure to check your labeling on the product for guidance.
- If the product has a lot of food residue, make sure to wash it first before recycling. Ideally, materials should be clean and dry.



# W4: Remember to Compost

- Compost foods and liquids, brown paper products, napkins, and paper to-go boxes where compost is available.
- Check plastic products to see if they are compostable.
- Make sure to take regular utensils out of to-go boxes before composting.



# D6: Unwanted Subscriptions

- Is anyone receiving catalogs they don't want?
- Reducing junk mail helps the environment, protects your privacy, and limits clutter
- Use [Catalog Choice](#) to get started; they will send opt-out requests on your behalf, or call and discontinue individually



# P6: Styrofoam Products



- Styrofoam is the **fifth** largest source of hazardous waste in the US
- Styrofoam is composed of carcinogens, can cause health problems when microwaved, and takes up to **500 years to decompose**
- When purchasing for your office, please avoid Styrofoam products (cups, bowls, plates, packing peanuts, & coolers)

# P11: Bottled Water



- In the US, we use more than 50 billion plastic water bottles each year
- 38 billion end up in our landfills, oceans, and streets
- Plastic bottles take hundreds of years to biodegrade
- Encourage office members to bring their own reusable water bottle.



[https://www.youtube.com/watch?time\\_continue=2&v=6xINyWPPB8](https://www.youtube.com/watch?time_continue=2&v=6xINyWPPB8)

# P12: Green Catering



- For meetings and events with catered food, use a vendor certified with the [Green Dining Alliance](#)
- Look through the list of reviewed and recommended [restaurants and caterers](#) who have demonstrated that they can accommodate requests for zero waste food service.
- Use the [Green Event Caterer Questionnaire](#) to make sure you are covering all your bases!





# T1: Alternative Transportation



Through education and changes to policies and infrastructure, WashU works to advance low-carbon, active forms of transportation that lessen environmental impact, encourage healthy lifestyles, and strengthen our sense of community.



# T7: Bearly Drivers Program



- Full-time Danforth faculty and staff who meet all eligibility requirements may share the cost of a parking permit and park in designated Bearly Drivers parking spaces.
- More information is available on the [Bearly Drivers Carpool](#) page.



# T3: U Pass

- The U-Pass Program provides **free** Metro passes to Wash U faculty and staff
- If an office member has a U-Pass and uses it once a month, your office will receive a point towards the checklist.
- To register for a U-Pass, visit this [website](#). Is anyone willing to sign up now?



# T7: Buses



With a U-Pass and WashU ID, office members have access to [Metro bus lines](#).

- The [#1 Gold Line](#) serves the Danforth Campus and the Medical Campus.
- The [#2 Red Line](#) serves the Danforth Campus, North Campus, the St. Louis Galleria, Brentwood Square and Maplewood Commons.



- The [Green Line](#) serves the Danforth Campus, Lewis Center, Greenway, the Lofts Apartments, and the Big Bend Metro Station.

# T7: Bikes

- Encourage office members to bike to work.
- WashU offers a lot of different bike amenities on campus, including...
  - Fixit Self Tune-Up Stations
  - Discounted U-Locks and helmets
  - Rental Bikes at Bears Bikes
  - East End Bike Hub
- For more information, visit WashU's [Resources for Bikers](#) Page.



# T9: Enterprise Car Share

- Enterprise, a car share service, increases convenience and reduces the number of vehicles on the road
- Offices that have a Enterprise account for university business receive a point towards the checklist
- Would anyone be interested in [signing up](#)?



# A2: New Offices

- Your office will be awarded a point for inviting another office to participate in the Green Office program
- Poll: Does anyone have an office they would like to recommend?



# A3: Sustainability Pledge



- The sustainability pledge is a **personal commitment** to sustainable living. Take it [here](#).
- Taking the pledge will also subscribe you to the Office of Sustainability newsletter, so you can stay up-to-date on sustainability news, events, and jobs at WashU and in the community (and earn you a point on the checklist).



# A5: Green Monday Pledge



- Our food choices have a major impact on public health and the environment.
- The [Green Monday Pledge](#) is a commitment to eat vegetarian once a week.



# A10: Office Goals



- Setting goals leads to better outcomes.
- What are some specific goals your office has to improve sustainable operations or policies in the upcoming year?



# Green Office Survey



- If your office has more than 25 people, we ask that the Green Office Liaison use a survey to collect information about individual practices
- 75% of the office must fill out the survey
- The survey asks about relevant items, which will help the liaison complete the checklist
- Contact a [Green Team Member](#) for a personalized link

# Questions



Thank you!

- Are there any more resources your office would like to see?
- Contact the Green Team at [sustainability@wustl.edu](mailto:sustainability@wustl.edu)