



Fact Sheets from the Going Green Makes Sen\$e



Here are some quick reference fact sheets as a reminder of what you heard from our presenters and saw on the tour of the recycling, composting, and reuse features of our DEEP building at 79 Elm Street. The presentation and these fact sheets will be available on our website. We will send you a link soon.

You may also want to check the Recycling and Pollution Prevention sections on our website at www.ct.gov/deep/recycle and www.ct.gov/deep/p2 (Click on State and Local Government on the left side bar.)

- How To Start A Green Team At Your Office
- How To Reduce, Reuse And Recycle At Your Office
- Consider Including Food Scraps In Your Office Recycling Program
- Getting Started With Buying Green (Environmentally Preferable Purchasing)
- How To Start A STAR (Sort Trash And Recyclables) Program At Your Office
- How To Start A Resupply Center For Reusing Office Supplies
- How To Promote A Greener Way To Get To Commute To Work
- How To Start Reducing Energy Use In Your Office
- Additional Resources

If you have any questions, contact Mary Sherwin, mary.sherwin@ct.gov or connie.mendolia@ct.gov.



Going Green Makes Sen\$e

How To Start A Green Team At Your Office



In order to really make changes and keep the momentum going, a formal team is needed.

- Put together a few bullets describing the value of starting a Green Team at your agency. Provide some information on why you should green your office and the importance. For example, the team will save our agency money by reducing costs and eliminating waste; the team may be motivational for employees who want to make a difference at work since many care about the environment and are involved at home.
- Have a good idea of how much time each month may be needed for Green Team meetings and other activities. For example, at DEEP the Team meets 1.5 hours/month and when a committee is working on a project, they may meet an additional few hours/month or individuals will spend time on tasks; Team Coordinators put in additional time planning meetings and following up on projects.
- If the Green Team is not being initiated by management, you will need to approach your Commissioner or someone in that office to get buy-in. The message should come from the top. At DEEP, the Commissioner established the Green Team, but made use of an existing workgroup and altered their mission.
- It's best to use both volunteers and assigned staff. Assigned staff can be the core group that gets the Team started, seeks out volunteers and promotes it throughout your agency in the early stages, before it is fully up and running. It is important to include staff from different floors and with different job responsibilities (i.e., purchasers, managers) as well as the building manager, cleaning staff and even other state agencies like DAS.
- The core group can use e-mail and intranet as well as flyers in break rooms, restrooms and by copy machines to seek volunteers.
- You may want to promote it with a clever name or wait until the team is formed to come up with a name. For example, Greenies, Green Gang, EverGreens.
- Once you have a core team and recruited some volunteers, hold a kickoff meeting to develop a mission statement and begin thinking about a plan of action.
- Meet regularly, like once a month. Communicate activities and successes to everyone in your agency through e-mail, your internal website and signs and posters.
- Check out the following websites for information on green teams:

<http://www.portlandonline.com/bps/index.cfm?a=110278&c=49793>

http://www.greenteamproject.org/participate_on_a_green_team.htm

<http://www.printablepromotions.com/docs/green/StartingAGreenTeam.htm>

http://www.energystar.gov/ia/business/challenge/bygtw/Creating_a_Green_Team.pdf

For more information on transportation and commuting options, contact:
Mary Sherwin, mary.sherwin@ct.gov, Connie Mendolia, connie.mendolia@ct.gov
DEEP website: www.ct.gov/deep/P2



Going Green Makes Sen\$e

How To Reduce, Reuse And Recycle At Your Office



Everyone in Connecticut is required to recycle -- individuals, businesses, schools, and government. Recycling and using less reduces trash disposal costs and practicing the 3Rs – reducing, reusing and recycling – conserves natural resources; reduces pollutants emitted to our land, air, and water; saves energy; and reduces greenhouse gas emissions.

Here are some steps your Green Team can use to start or improve a waste reduction and recycling program:

First Things First

- Contact DPW, DAS, or your building manager to get a copy of your waste & recycling contract. Review it to find out what types of recyclables are collected and transported for recycling.
- Assess what types of materials your office is throwing out. A simple first step is to look in the wastebaskets & dumpsters. Identify which materials should be recycled. (See list of mandated recyclables below.)
- Work with DAS, your building manager and waste hauler to provide recycling service for the basics—white paper, colored office paper, corrugated cardboard, bottles and cans, #1 and #2 plastics.
- Do you really need that? Identify materials that could be avoided, reduced, reused, or recycled. If materials could be reduced or reused, implement guidelines or an office policy.

Ready, Set, Go

- **Communicate.** Get everyone on board. Work with building management and the cleaning staff so that they know what belongs in recycling and what belongs in the garbage/trash.
- **Communicate.** Make sure employees know what is recycled. Post this information on your internal web site and have signage in places like lunch rooms, corridors and conference rooms
- **Communicate.** Make it clear. Set up boldly marked containers for the different recyclables (e.g. bottle and can recycling, white paper) and put those containers next to the trash can.
- Make it easy. Provide desktop recycling containers for each employee.

Measuring Matters

- Assess how you are doing. Regularly audit what is in the recycling containers and trash. Ask cleaning staff to record numbers of containers that are paper, bottles and cans, cardboard. Ask your hauler for reports.
- Bragging rights. Share your success; let employees know how the program is going.

Going Above and Beyond

- Aim for more. Recycle additional items like Tyvek envelopes, batteries and cell phones.
- Shop 'til you drop in your own re-use store. Have a place where employees can bring unwanted office supplies for others to use.
- Close the loop. Have a policy about purchasing environmentally preferable products.
- Go zero! Zero waste, that is. Encourage the use of reusable coffee mugs, non-disposable plates and silverware for meetings, office parties or every day.
- Two sides are better than one. Set the default setting on your copies to double-sided.
- Encourage employees to avoid printing e-mails and documents.
- Swap and shop. The Connecticut Material Trader (ctmaterialtrader.org) connects members who have items they no longer need with others who can use them. A wide variety of materials are accepted.

CT Mandated Recyclables: Plastic containers PET & HDPE (#1 & #2 plastics); boxboard (e.g. shoe boxes); corrugated cardboard; glass & metal food & beverage containers; newspapers, magazines; high grade white & colored office paper; Ni-Cd rechargeable & lead-acid storage batteries; residential covered electronic devices; leaves & grass clippings; waste oil (crankcase oil); scrap metal.

For more information, contact the DEEP Recycling Office, 860-424-3365 or visit www.ct.gov/deep/recycle



Going Green Makes Sen\$e

Consider Including Food Scraps In Your Office Recycling Program



Those of us who work in an office probably eat at least one meal there, and sometimes the leftovers are compostable. Since home composting has become more popular, workers are now starting to ask if they can compost at the office, too. In addition to increasing recycling, removing food scrap from the regular trash can also save money in waste disposal fees.

If your office currently does not recycle the basic items, **do not start** an office food scrap composting program just yet! Start a foundation and mindset for employees by establishing a recycling program for the bottles, cans, paper, etc. and then, explore food scrap recycling. Here are some questions to get you thinking about beginning composting at work.

Is a food scrap composting program right for your office?

Maybe. The first question to ask is “If we start collecting food scraps, do we have a place where it can be taken to get recycled/composted?” If the answer is “no”, then you should not start collecting food scraps until you can answer “yes” to that question. This may mean finding an off-site composting facility that will accept your scraps and a means by which to get them there, or establishing a compost area on-site.

Where will you bring your food scrap?

Bringing food scrap off-site is probably the best answer for larger offices and those with cafeterias. However, the options are limited at this time. There are presently only two privately operated permitted/approved compost sites in CT that can accept source separated food scrap (i.e. no trash included). Those sites are located in New Milford (New Milford Farms) 203-210-0250 and Ellington (GreenCycle) 860-674-8855, ext. 304. As demand increases, the infrastructure should expand with more facilities. Food scrap generators near the border should check for options in neighboring states.

If you are in the vicinity of those facilities, contact them to make sure that they have room for your materials. Ask what they will accept, their quality standards, and how they want it delivered. Then, work with your food service provider and trash hauler to arrange for collection and transportation. The cost may be prohibitive if long-distance hauling is required.

Could you manage on-site composting?

On-site composting may be possible for smaller offices (less than 30 people) or those located in rural areas with grounds on which to place a compost bin/area. It has also been successful at schools, universities and prisons. These larger on-site composting areas should be self-contained or under cover (pole barn, clear-span fabric buildings, etc.) to avoid excessive runoff of nutrients and for better process control. A home-made bin, commercially purchased home compost bins, or an automatic self-contained kitchen compost unit may suffice for small offices. Very small volumes can be handled in a worm composting bin, although these are sometimes a challenge to maintain without attracting flies.

All the best management practices for composting should be followed to avoid creating odors, runoff, and attracting flies. The beauty of on-site composting is that the resulting compost can be used in your office landscaping, or given to staff for their own gardens.

For more information and a longer version of this fact sheet, contact:
K.C. Alexander, kathy.alexander@ct.gov, 860-424-3239
DEEP website: www.ct.gov/deep/composting



Going Green Makes Sen\$e

Getting Started With Buying Green Environmentally Preferable Purchasing



Buying Environmentally Preferable Products (EPPs) refers to items that have a reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

These green products may contain recycled content, minimize waste, conserve energy or water, protect natural resources, and reduce the use and release of toxic chemicals.

Businesses, government agencies and households are purchasing environmentally preferable products and services to protect their health and provide a safer, less toxic workplace, potentially reduce the amount of regulation they are subjected to, reduce liabilities, and protect the environment.

Your agency probably already buys some green products or services such as recycled content paper and cleaners, both required by statute or regulation. Here are some ideas about how to go beyond the required green items:

- Create a Green Purchasing Policy for your agency or office. Include goals, product attributes, where employees can get more information. Communicate it widely throughout your agency.
- Example of product characteristics that DEEP has in their Green Purchasing Policy:
 - high recycled content; can be recycled, are reusable or contain reusable parts (e.g., rechargeable batteries); less toxic to human health and the environment; minimal packaging; are multifunctional (e.g., scanner/copier/printers, multi-purpose cleaners) to decrease the total number of products purchased; reduce air, land, and/or water pollution; reduce greenhouse gas emissions or are made with renewable energy (e.g., ENERGY STAR computers, hybrid cars).
- Find out what office supplies are ordered most often. Make a list of environmentally preferable alternatives to the most ordered items. Ask staff to only buy the environmentally preferable products. Provide information on the greener products to purchasing and other key staff.
- Consider buying green for bigger items as well—paint, furniture, other building materials.
- Work with purchasing or business staff as well as DAS to help you identify further opportunities to buy less toxic, more recycled content, products.
- Start a Reuse Center and stock it with supplies that staff might otherwise recycle (manila folders) or trash (extra pens and pencils).
- Measure your green purchasing results. DAS can help you to track improvements in purchasing targeted products.
- Learn more at the DAS Procurement – Environmentally Preferred Purchasing, <http://das.ct.gov/cr1.aspx?page=132>

For more information contact:

Mary Sherwin, mary.sherwin@ct.gov or Connie Mendolia, connie.mendolia@ct.gov
DEEP website: www.ct.gov/deep/p2



Going Green Makes Sen\$e

How To Start A STAR Program At Your Office



What is a STAR Program?

STAR is an acronym for **Sort Trash And Recyclables**. Some call it a mini bin program, mini trash can program, trash can diet, etc. It increases awareness about what we throw into our trash and results in higher recycling and composting rates.

How Does it Work?

Staff separate trash from recyclables at their desk into small collection containers. They empty what they collect at their desk into community collection containers. Community containers are spread around the office in high traffic areas. Staff empty their containers on their way to other places - no special trips are needed.

What do we need to do to get a STAR program started at our office?

Get support from management to make participation mandatory. Have several small containers for each employee (approx. 1 quart size) for trash, food scraps or other item. A clear plastic container for trash is preferred. You can reuse containers you normally recycle or dispose—like a quart yogurt container or you can purchase them for about 25 cents each. Trash cans turned in from staff can be repurposed as community collection containers.

How do we introduce the STAR program to our employees?

Have a “Turn in Your Trash Can Day” or some kind of fun event. Each employee turns in their regular trash can and is given the small containers they need. Put up signs to clearly mark which materials go into which community collection containers. Some staff may keep their trash can with permission if they produce high amounts of trash as part of their job. Put information about the program on your internal website.

How do we involve the cleaning staff?

Arrange with building management to communicate to maintenance staff to start emptying only the community collection containers only. The time they save can be used for other cleaning tasks.

Why do small collection containers work?

The small containers help people to realize most of what they produce is recyclable. They take away some of the convenience of throwing things away without thinking about if they can be recycled or composted. Clear trash containers also allow people to see what they are throwing away.

What kind of results can we expect?

Diversion rates typically increase to at least 50% in offices without a recycling program in place already. Increases are more modest where voluntary recycling has already been in place. DEEP’s pilot resulted in an estimated 20% increase in diversion rate.

Where can we find more information?

A number of very good articles have been published about the success of “STAR Programs”:

- Washington DC Public Works - Mini Bin Recycling Program, <http://www.mwcog.org/uploads/committee-documents/tVhZWVg20061211124114.pdf>
- CalRecycle - Mini Trash Bins Case Studies, <http://www.ciwmb.ca.gov/LGLibrary/Innovations/MiniBins/Program.htm>
- NY Times - Dartmouth Mini Bins, With Tiny Cans a New Trash Equation, <http://blogs.hbr.org/leadinggreen/2008/06/tiny-trash-can-reduces-office-1.html>
- Harvard Business Review - How Tiny Trash Bins Create Big Change, <http://blogs.hbr.org/leadinggreen/2008/06/tiny-trash-can-reduces-office-1.html>

For more information, contact:
Mary Sherwin, mary.sherwin@ct.gov or Connie.mendolia@ct.gov



Going Green Makes Sen\$e

How To Start A ReSupply Center For Reusing Office Supplies



Do your employees have drawerfuls of unused pens, paper clips, three-ring binders and other supplies? Do you spend lots of money ordering these items again and again? Put those gently used supplies in a place where people who need them can get them. Many items can be reused, saving thousands of dollars as well as natural resources. Here are some tips to get started with forming your own re-supply “store”.

- Organize a team. They will be responsible for collecting and organizing the used office supplies and making them available in a central location.
- Location, location, location! Before collecting supplies, work with facility services to find a convenient place for your store -- an empty cubicle, a large cabinet, shelves, etc.
- Do an audit. Find out what office supplies are ordered most often. Ask employees what they would like to get rid of (e.g. too many three ring binder, an excess of binder clips, file folders, etc.)
- Set some rules. Decide what you would like to offer in your store and then draw up guidelines for donations and “shopping”. For example: the acceptable condition of donated items, if some items can be taken for personal use, etc.
- Give your store a “brand” name. Our logo identifies our store and is used on our web page and promotional materials.
- Identify a convenient place for staff to regularly drop-off their unwanted supplies (a break room, floor mail room, etc.) and use signage as both a reminder and a way to keep things organized.
- Track. Ask shoppers to log what they take.
- Communicate. Publicize your new store with a kick-off event, ribbon cutting, e-mail announcement, etc. Update info about the store on your internal website regularly.
- Before you order, make sure purchasing staff check the store before they place an order. You may never need to buy paper clips again!
- Keep it clean! If your store is overflowing with some products, consider donation to a non-profit or local school.
- Measure your results. Between April 2009 and December 2010, the DEEP ReSupply Center calculated a savings of **\$12,179.78** and the equivalent of **5 metric tons of CO₂** in greenhouse gas emissions.



For more information, contact:
DEEP Recycling Office, 860-424-3365
DEEP website: www.ct.gov/dep/recycle



Going Green Makes Sen\$e

How To Promote A Greener Way To Commute To Work



Driving a car is probably the single most polluting activity you do! Cars generate major air pollutants: carbon monoxide (CO), oxides of nitrogen (NOx) and hydrocarbons, ground level ozone and carbon dioxide (CO₂). Transportation contributes more than half the total amount of man-made air pollution in Connecticut today.

There are other ways of getting to work rather than driving alone, which can result in cost savings, and environmental benefits. Did you know if you commute by bus rather than driving alone, you can save an average 300 gallons of gasoline in one year (based on 24 round trips commutes)?

Here are some tips on how to promote better commuting options at your office:

- Promote alternative ways of getting to work, including carpooling, vanpooling, taking the bus, biking to work and telecommuting.
- Create posters, send agency-wide e-mails and set up an internal webpage with commuting information.
- Encourage staff to join NuRide (www.nuride.com), a free ride-sharing program that rewards better commuting with redeemable points. NuRide tracks your agency's commuting choices & provides data to an assigned person.
- Provide links to the following sites: www.ctrides.com, www.nuride.com, www.connbikes.org, www.cttransit.com.
- Contact Telecommute CT! (www.telecommutect.com) and have them do a presentation to staff about telecommuting. State agencies will need to comply with the DAS telecommuting policy (<http://das.ct.gov/HR/Regs/Current/GL%2032%20Telecommuting%20Guidelines.pdf>)
- Contact CT Transit (<http://www.cttransit.com/>) to get bus routes and schedules for your office.
- Hold a "commuter fair" in your building lobby or conference room. Prior to 9/30/11, the RideShare Company provided this service free of charge, but a new vendor has been hired by the State for its commuter services. Contact CT DOT for information about the new vendor. <http://www.ct.gov/dot/cwp/view.asp?a=1386&q=259356&dotPNavCtr=|>
- Provide bike racks or a safe place for staff to park/lock their bicycles. The Central CT Bike Alliance has information on routes, potential riding buddies, etc.
- Provide information on the Qualified Transportation Benefit - <http://www.osc.ct.gov/empret/transfben/index.html>, a program that uses employee's pre-tax dollars for transportation and parking. Estimate your tax at www.ctpbs.com.

For more information on transportation and commuting options, contact:
Connie Mendolia, connie.mendolia@ct.gov
DEEP website: <http://www.ct.gov/deep/P2>



Going Green Makes Sen\$e

How To Start Reducing Energy Use In Your Office



Your agency Green Team and individual employees can take steps to save energy and play a significant role in reducing usage. Here are some ideas to get you started.

General

- Utilize EPA's new Energy Star at Work online tool for employees at www.energystar.gov/work.
- Benchmark your building's energy performance using EnergyStar Portfolio Management tool.
- Encourage staff to turn off all computers, monitors, speakers, cubicle lighting, coffee pots, etc. at the end of the day or if they will not be used for a few hours. Use signs, posters, e-mail or voice mail messages to remind staff.
- Work with your IT department to see if they can utilize software to remotely turn off computers at a specific time each day.
- Implement reduction strategies for paper, photocopying, printing and faxing such as by double-siding, scanning and using electronic copies.
- Share printers whenever possible and reduce the purchase of new printers. Multi-function machines that can copy, print, scan and fax eliminate the need for individual devices.
- Work with building management to install energy misers on vending machines.

Office Equipment

- If possible, install devices to power down machines during times of low use. If not possible, assign staff to be in charge of turning off shared equipment at the end of the day or for the weekend.
- When purchasing or leasing equipment specify EnergyStar.
- Utilize power management features, like sleep mode; equipment should be checked periodically (monthly) to make sure that power-saving features are still activated.

Lighting

- Work with your building manager to install motion sensors in conference rooms, restrooms, lounges and other common spaces. If you have overhead fluorescents lighting fixtures, determine if one bulb could be removed without impacting lighting needs.
- Turn off lights in unoccupied rooms; post friendly reminders on switches.
- Use natural day lighting whenever possible instead of turning on lights.

Heating, Cooling, Hot Water

- Contact your facility or building manager to determine if improvements can be made to your building's energy management systems.
- Determine if hot water temperature can be lowered or if there are any water saving devices that can be utilized at sinks in restrooms and lounges.
- Draw blinds at the end of the day to maintain heat in winter and coolness in summer.

For more information on saving energy, contact:

Mary Sherwin, mary.sherwin@ct.gov, Connie Mendolia, connie.mendolia@ct.gov |

DEEP web site: <http://www.ct.gov/deep>



Going Green Makes Sen\$e *Additional Resources*



Measurement and Assessment

- **EPA Waste Reduction Model (WARM)**
http://www.epa.gov/climatechange/wycd/waste/calculators/Warm_home.html
WARM is available both as a web based calculator and an Excel spreadsheet. It calculates and totals GHG emissions of baseline and alternative waste management practices—source reduction, recycling, combustion, and composting. The model calculates emissions in metric tons of carbon equivalent (MTCE), metric tons of carbon dioxide equivalent (MTCO2E), and energy units (million BTU) across a wide range of material types commonly found in municipal solid waste (MSW).
- **ENERGY STAR Benchmarking**
http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager_benchmarking
Benchmarking your building's energy performance is a key first step to understanding and reducing energy consumption and your carbon footprint. All buildings can assess their energy performance, water efficiency, and carbon emissions using Portfolio Manager.
- **SCORE (Sustainability Competency Opportunity & Reporting Evaluation)**
http://www.axisperformance.com/SCORE_overview.html
- **WasteWise**
<http://www.epa.gov/wastes/partnerships/wastewise/index.htm>
WasteWise is a free, voluntary EPA program that helps organizations eliminate waste, benefiting their bottom line and the environment. WasteWise members can join as partners, endorsers, or both. WasteWise helps its partners meet goals to reduce and recycle municipal solid waste.

Landscaping and Native Gardens

- Read about CT DEEP's **native garden**, including plants used.
<http://www.ct.gov/deep/cwp/view.asp?A=2690&Q=322452>
- Find information on how to transition to **organic land care**, including the organic land care video; what other towns are doing; information on pesticide risks; and purchasing organic land care products.
<http://www.ct.gov/deep/cwp/view.asp?A=2708&Q=379676>

Managing Electronics

- Consider joining the **State Electronics Challenge (SEC)**. This is a voluntary program that encourages state, regional, and local governments, including schools and other public entities, to purchase greener electronic products, reduce the impacts of electronic products during use and manage obsolete electronics in an environmentally safe way. <http://www.stateelectronicschallenge.net/>

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