



**SCOTTY GOES GREEN**

**WORKPLACE  
CERTIFICATION  
GUIDE**



# SCOTTY GOES GREEN

# WORKPLACE CERTIFICATION

Online Submission Form:

[SGG Workplace Certification Checklist Google Form](https://tinyurl.com/SGGWorkplace-checklist) (<https://tinyurl.com/SGGWorkplace-checklist>)

Full List of Action Items:

[SGG Workplace Certification Checklist](#)

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# Introduction to the Scotty Goes Green Program

The Scotty Goes Green (SGG) Workplace Certification program is a voluntary, self-guided review of office practices and employee behaviors as well as an opportunity to learn more about campus sustainability. This program aims to establish a network of sustainability-literate employees to serve as leaders and to educate their peers on campus resources while increasing campus sustainability practices.

*What defines a workplace?* For the purpose of this program, a workplace is a physical area that shares common areas and resources. This includes kitchens, meeting rooms, storage rooms, and other shared spaces. The workplace may include just one or all of the offices within a unit or division. You may have an office of 6 people or 60 people — all sizes are welcome to participate! When thinking about the number of employees in a workplace, please include all part-time and full-time staff, students (including interns), and faculty that share the workplace.

The SGG Workplace certification process follows five steps:

1. [Designate](#)
2. [Educate](#)
3. [Evaluate](#)
4. [Celebrate](#)
5. [Participate](#)

## 1. Designate

Each workplace needs a champion to help guide colleagues through the certification process and beyond. This champion will serve as the Scotty Goes Green Representative (SGG Rep) – workplaces may designate more than one Rep! The SGG Rep(s) will lead the workplace by serving as a content expert, encouraging new actions or that current actions are maintained, and providing ongoing support to their colleagues.

SGG Rep Responsibilities:

- Lead the workplace by serving as a content expert and providing ongoing support to workplace staff
- Encourage colleagues to try new actions or help maintain existing ones
- Attend Green Practices Committee meetings and/or SGG events, when available
- Serve as the liaison between CMU Green Practices and your workplace
- Complete the on-demand CMU Green Practices FocusU course (coming soon!)

It is suggested that you speak to a supervisor to alert them you are working on this certification program and would like to serve as the SGG Rep. If you need a letter explaining the program and expectations, contact us at [GreenPractices@andrew.cmu.edu](mailto:GreenPractices@andrew.cmu.edu) and we can provide you one.

# Introduction to the Scotty Goes Green Program

## 2. Educate

The evaluation for the SGG program is a checklist, but before you begin the evaluation it is best to learn about the actions and how best to accomplish these actions.

This document, the SGG Workplace Certification Guide, provides resources, research, suggestions, and ideas for each item on the checklist. Review this to understand why we have chosen each action and receive tips on accomplishing these actions on CMU's campus.

Coming soon! A training course is in development that provides a basic introduction to sustainability, campus resources and services, and a brief overview of the SGG program. This course will be available on-demand in the FocusU system and should take less than 30 minutes to review.

This introductory course is not just limited to SGG Reps! We would encourage anyone in the office to review the course (there are points on the checklists for having colleagues do so!).

## 3. Evaluate

As a workplace, review the SGG Workplace Certification checklist. SGG Reps may have to ask their colleagues about their behaviors or different policies in order to thoroughly evaluate workplace actions.

Don't let the list overwhelm you! This checklist can be looked at as inspiration to help generate ideas on how the office can increase its sustainable processes and behaviors.

Once you have responses to the actions, submit responses via the online submission form:

<https://tinyurl.com/SGGWorkplace-checklist>

## 4. Celebrate

After submitting your checklist, SGG program staff will score your actions and provide a certification level. Now is the time to celebrate all your hard work!

Besides pride in a job well done and the benefits to the planet, your workplace will be recognized through the following:

- An award to place in your front office (or other common area)
- A door/window cling recognizing your workplace as SGG certified
- Acknowledgement of your certification level on the SGG Workplace certification website
- A digital logo to place on your own website that recognizes your certification level
- A digital badge for your email signature file
- Recognition in an article in the Piper
- Invitation to the annual SGG appreciation event

# Introduction to the Scotty Goes Green Program

## 5. Participate

The work doesn't end yet! We encourage workplace employees to attend the bi-monthly Green Practice Committee (GPC) meetings. Employees are also invited to join the GPC email list. This list receives agendas and notes for GPC meetings, as well as occasional updates about campus green practice opportunities and events.

In addition, the SGG program will host SGG Rep events throughout the academic year. These will be opportunities to learn more about campus green practices, a chance to hear from other SGG certified offices, or to just get together and relax.

SGG Reps are encouraged to continue sharing information with their colleagues. Consider providing updates to your supervisor or department head on the progress of the certification program. We hope that this program empowers Reps to educate their colleagues and continue improvements in their office spaces and across camps!

To retain and improve your SGG Workplace Certification level, please plan on re-submitting every three years. In advance of your annual certification anniversary, we will send SGG Reps a reminder email.

# Using this Guide

This guide provides additional information and suggestions for each of the actions listed in the checklist to achieve certification. Use this guide and the checklist to identify behaviors, policies and practices, and educational efforts occurring in your workplace.

The suggested actions are separated by topic, though many could fit in multiple categories: [Nurturing Sustainability Culture](#), [Energy](#), [Meetings and Events](#), [Purchasing](#), [Transportation](#), [Waste Reduction and Diversion](#), and [Water](#). There is also a [Wildcards](#) section.

Actions have also been identified by type, though, again, actions may be categorized under multiple types, but the main type has been used for this document:



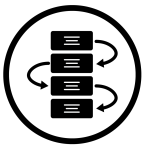
Behavior actions are ultimately individual choices and not mandated actions. If workplace users are aware of the impacts of different choices, this can lead to overall behavior change.



Education actions are opportunities for communicating sustainable choices. These are also opportunities for SGG Reps or workplace champions to model behaviors to their colleagues.



Infrastructure actions are sometimes limited by space, resources, money, or availability. For these actions, resources and suggestions are included for where upgrades are possible.



Policies and Procedures actions are often the most difficult, but can lead to the largest impact by creating a lasting commitment to green practices and sustainability.

Finally actions have also been labeled according to which Sustainable Development Goal they represent. The United Nations' Sustainable Development Goals (SDGs), or Global Goals, are 17 global objectives to create a more equitable and viable planet by 2030. The SDGs highlight that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change. Provost Garrett made a commitment to the SDGs in 2019<sup>1</sup>. Suggested actions may contribute to multiple goals, but the primary goal is highlighted.

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<sup>1</sup> [Sustainability Initiative - Leadership - Carnegie Mellon University](#)

# Using this Guide

Action point values are weighted based on ease of achievement and potential cost:

- 1 point = actions that will take little time commitment and have little or no financial investment required by the department;
- 2 points = actions that will take a bit more effort to enact, but still have low cost necessary to implement;
- 3+ points = actions that will need larger time commitments or take additional effort and may have increased costs to the department.

There are a total of 114 possible points and 3 wildcard points.

Certification levels:

- Participant level is for any workplace completing the checklist, but earning fewer than 25% of the possible points
- Bronze level is reached by achieving 25% of the possible points
- Silver level is reached by achieving 50% of the possible points
- Gold level is reached by achieving 75% of the possible points





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## Checklist of Actions

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# Nurturing Sustainability Culture



**Workplace employees have earned a SGG Individual Office Certification – report percentage of employee participation.** (COMING SOON! up to 4 points)

COMING SOON! Greening the workplace can come from infrastructure upgrades, workplace culture, and policies and procedures, but often a lot is up to individual actions. To best capture what individuals are doing, we developed the Individual Office Certification program. This program provides a checklist of individual actions that can assist in greening the office space and individual behaviors.

**How to:** [SIGN UP](#) to be alerted when the new SGG certification programs are available.



**The SGG Rep has completed the CMU Green Practices course.** (COMING SOON! 1 point)

**In addition to the SGG Rep, other workplace employees have completed the CMU Green Practices FocusU course – report percentage of employee participation.**

(COMING SOON! up to 4 points)



COMING SOON! CMU Green Practices will develop a short course that provides basic sustainability information and highlights CMU's efforts to be more sustainable. While we appreciate the champions who are taking the time to fill out the Workplace Certification checklist, we want to encourage that all members of the certified workplace have the same understanding of sustainability. If we can increase the sustainability knowledge of all CMU community members, then our collective actions will be stronger.

**How to:** Information on accessing the course will be added once the course is available.

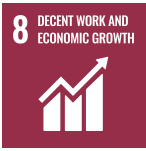


**Members of our workplace know who is/are the Scotty Goes Green Rep(s) and the Reps are available to answer questions or hear new ideas and comments regarding CMU green practices – also report the number of hours Reps engage with workplace colleagues on green practice topics.** (up to 2 points)

In addition to taking the time to learn more about sustainability and campus green practices, we hope that the SGG Reps will serve as sustainability leaders in their workplace. We encourage SGG Reps to engage their colleagues by serving as a resource, reminding them of the various opportunities there are to green the workplace.

**How to:** Announce to workplace colleagues who the SGG Reps are and that you are a resource for workplace and campus sustainability. If you attend Green Practice Committee meetings, share what you learn with colleagues. Keep an eye on workplace sustainability infrastructure and if any issues arise, take the time to talk with colleagues about better practices and choices to keep the workplace green.

# Nurturing Sustainability Culture



**We include an introduction to our sustainability initiatives in department-level new employee orientation. (2 points)**



**Department-level onboarding for new employees includes a reminder of CMU-sponsored employee wellness offerings. (2 points)**

Introducing new employees to sustainability resources and processes soon after being hired highlights the importance of these issues and ensures that employees will recognize their importance.

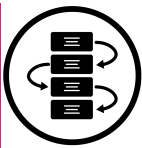
**How to:** During onboarding, mention the Environment@CMU webpages ([cmu.edu/environment](https://cmu.edu/environment)) as a resource. Point out the location of sustainability related infrastructure in the workplace, such as an office supply reuse area, central printing stations, compost and recycling bins, etc. Remind new employees of CMU-sponsored services, such as using their CMU ID as a bus pass, nearby bike racks, the Group X classes, and more. CMU's HR Support Assistance website ([cmu.edu/hr/work-life/support](https://cmu.edu/hr/work-life/support)) is a good resource for these and other offerings. Once certified, share your workplace certification with new employees so they know your existing actions and commitments. Also, encourage new employees to review and/or complete the SGG Individual Office Certification.



**Our department/division website includes a link to the Environment@CMU website ([cmu.edu/environment](https://cmu.edu/environment)) and workplace-specific information about how to be more sustainable. (1 point)**



**We have information about our workplace's sustainability efforts and/or what we are doing to meet the SGG Workplace Certification program posted in an easily visible location for employees and visitors to see. (1 point)**



**Our workplace has a public DEI statement on our department website. (1 point)**

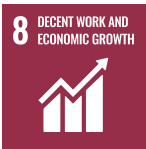
Including information on your website and/or on a bulletin board is a great way to let others know about the hard work your workplace is doing to nurture the campus' culture of sustainability. This may encourage other workplaces to do the same!

**How to:** Identify a few actions your workplace takes that you want others to know about. Use your website or a bulletin board to highlight any colleagues who go above and beyond. For a workplace bulletin board, this would be a good place to share ongoing opportunities or reminders about green practices. Be sure to include a link to the Scotty Goes Green program website ([cmu.edu/environment/get-involved/scotty-goes-green](https://cmu.edu/environment/get-involved/scotty-goes-green)) or the Environment@CMU pages ([cmu.edu/environment](https://cmu.edu/environment)).

# Nurturing Sustainability Culture

The CMU Green Practices team can provide sample text for you to use upon request. Here are a few examples of workplace websites:

- [Scotty Goes Green - Career & Professional Development Center](#)
- [CEE Green Team - Civil and Environmental Engineering](#)
- [Green Practices - Carnegie Mellon University Athletics](#)



**Workplace members participate in sustainability-focused professional development and training opportunities – report percentage of employee participation.** (up to 2 points)

By offering and supporting professional development and training opportunities in sustainability, CMU helps equip its employees to implement sustainable practices and systems and to model sustainable behavior for students and the rest of the campus community. Types of opportunities could include: Training to integrate sustainability knowledge and skills into the workplace; Lifelong learning and continuing education in sustainability; and/or Sustainability accreditation and credential maintenance (e.g., LEED).

**How to:** One option is to encourage colleagues to participate in the Association for the Advancement of Sustainability in Higher Education's (AASHE) annual conference, the Global Conference on Sustainability in Higher Education (GCSHE). CMU is often a host institution, which allows members of the CMU community to attend virtually for free.



**Our department incorporates sustainability into Performance Reviews.** (3 points)

In order for employees to be held accountable for their sustainable actions, it must be part of their workplace evaluation. CMU's Performance Reviews provides an effective, fair system of performance management for all non-faculty employees; strengthens employees' performance weaknesses, develops career potential through training and development; and supports University and department goals. Integrating sustainability into the Performance Review process can assist in meeting all of the above objectives.

**How to:** Managers and employees can review the Scotty Goes Green certification actions and choose those they want to work on or to improve upon as goals or competencies.

# Nurturing Sustainability Culture



**Our workplace has an active Green Team – also report the number of hours the Green Team spends engaging with workplace colleagues.** (up to 2 points)

A Green Team is a voluntary group of faculty, students, and staff working in the same workplace that teams together to engage and educate their peers to help their workplace, department, or organization as a whole. A Green Team acts as an advocate for sustainability initiatives and oversees success of the certification objectives. Typically, Green Teams focus on environmental sustainability, such as assessing workplace energy use, lights, indoor air quality, waste management, green purchasing, commuting & travel, and more.

Forming a Green Team has many benefits. Instead of managing these efforts as a single SGG Rep, you can work with colleagues to make positive change. Working together is more effective and fun! If you like, your team will be identified on the Environment@CMU Green Team webpage, bringing recognition to your workplace. And there will be opportunities to participate in ongoing Scotty Goes Green recognition programs and social events throughout the year.

**How to:** Identify colleagues and students who would be interested in working on greening your area. Once you have a few people interested, hold your first meeting! Visit [cmu.edu/environment/get-involved/green-teams](http://cmu.edu/environment/get-involved/green-teams) for more information on how to get started.



**We formally challenged another workplace to participate in the Scotty Goes Green Workplace Certification Program.** (2 points)

Friendly competition encourages individuals to do better and increase performance. It is an effective educator, promotes taking chances, brings people together, and allows us to do more as a group. It is also a fun way to try new things or make a change!

**How to:** Once your Workplace Certification has been achieved, contact another workplace for a friendly challenge. It could be another workplace in your department or across campus. Challenge that workplace to try and meet or beat your score!

# Nurturing Sustainability Culture



**Our workplace participates in the Staff Council's annual Food Drive by donating, having an employee serve as team captain, or with other support. (2 points)**



**Our workplace participates in HR's annual United Way Campaign by donating, having an employee serve as team captain, or with other support. (2 points)**

Participation in civic engagement efforts as a team helps encourage individuals to participate. Both the Food Drive and the United Way Campaign are steps that CMU's campus has taken to reduce poverty and end hunger.

**How to:** A team captain can share information about the campus-wide civic engagement campaigns with workplace colleagues. Explaining how individuals can participate and offering alternatives means for supporting the efforts for those who may not be able to afford a monetary contribution. If the workplace supports other volunteer initiatives or civic engagement efforts, add those as a Wild Card bonus point!

# Meetings and Events



**The SGG Rep or another workplace representative regularly attends Green Practices Committee meetings.** (up to 2 points)

A great way for SGG Reps to stay current on campus green practices is to attend Green Practices Committee (GPC) meetings! The GPC meets every-other month and is a group of individuals who share a passion for campus environmental sustainability. Each meeting CMU Green Practices staff share opportunities and representatives of the campus community provide updates on their efforts.

**How to:** Visit [the Green Practices Committee page](#) for information. To get involved, please fill out our [interest form](#) or contact [GreenPractices@andrew.cmu.edu](mailto:GreenPractices@andrew.cmu.edu) with questions.



**We include sustainability topics as a regular agenda item at department meetings.** (1 point)

Dedicating time during each department meeting to sustainability issues shows your workplace's dedication to campus green practices. This is a simple way to keep sustainability topics top of mind. Also, colleagues can be a great source of new ideas, leadership, and inspiration.

**How to:** Add "sustainability" as a permanent agenda item. Use this time during your meetings to: Recognize the sustainability champions in your workplace by sharing their efforts; Share any related upcoming university-wide events, campaigns, or lectures; If anyone in the workplace attends Green Practices Committee meetings or Staff Council Sustainability Committee meetings, this is a great time to share updates with the rest of your workplace; and/or Invite staff from CMU Green Practices or the Sustainability Initiative to be a guest speaker at your next department meeting. If there are no updates, simply list the website ([cmu.edu/environment](http://cmu.edu/environment)) as a reminder.



**We select sustainable catering options for meetings and events.** (3 points)

There are many options when it comes to choosing where to order food and a few different ways those choices can be more sustainable (local, minority, or women owned businesses;, plant-based meals; compostable dishes; etc). This guide is not suggesting that catering choices meet each of these variables every time, but try to consider at least one of the following when selecting items for meetings and events:

See the Purchasing section in this guide for more information on the importance of working with local, minority, or women owned businesses.

# Meetings and Events

Offer more plant-based (fruits, vegetables, legumes, grains) options and ingredients than meat-focused meals and sandwiches. Generally speaking, the meat industry requires a greater use of resources and produces more greenhouse gasses when compared to plants. The meat and dairy industries alone use one third of the Earth's fresh water, with a single quarter-pound hamburger patty requiring 460 gallons of water — the equivalent of almost 30 showers — to produce.<sup>2</sup>

In addition to the food you order, think about how you are serving the food. If disposable plates, cups, and silverware are the best option for your event, consider compostable items, so that they can be diverted from the landfill and composted. This helps close the loop!

This is not an exhaustive list. Other suggestions include providing bulk condiments and telling caterers to not include individual packets. You could also ask food providers about their policies: Is produce organic or pesticide-free? Are animals raised humanely? Are products fair-trade? Do employees earn a living wage?

**How to:** Choose the issue(s) that are most important to you and find a food provider that meets these criteria!

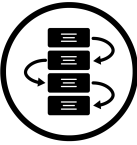
The campus catering option, Chartwells Carved + Crafted, is aiming that all their on-campus catering is zero waste (meaning at least 90% of the items they use can be composted or recycled). They are happy to work with you to make sustainable choices and will guide you on how to have compost collection included as a part of your event.

Carnegie Mellon is committed to supporting small business enterprises, including disadvantaged, women-owned, veteran-owned, service disabled veteran-owned and HUBZone business enterprises in its purchasing programs. The Supplier Diversity Program provides information to vendors on how to become registered. Visit [Procurement Service's Small Business Resources webpage](#) for a list of vendors and more information. The Center for Shared Prosperity is working to build a database of local, minority owned restaurants and catering options. Visit the ["Recommend a Business" section of their website](#) for more information.

[Sustainable Pittsburgh Restaurants](#) supports and champions restaurants that are serious about their impact on people and the environment. These restaurants earned their designation as Sustainable Pittsburgh Restaurants by demonstrating a commitment to take economic, environmental, and social actions that benefit the region. Use their [Restaurant Finder](#) to search certified restaurants.

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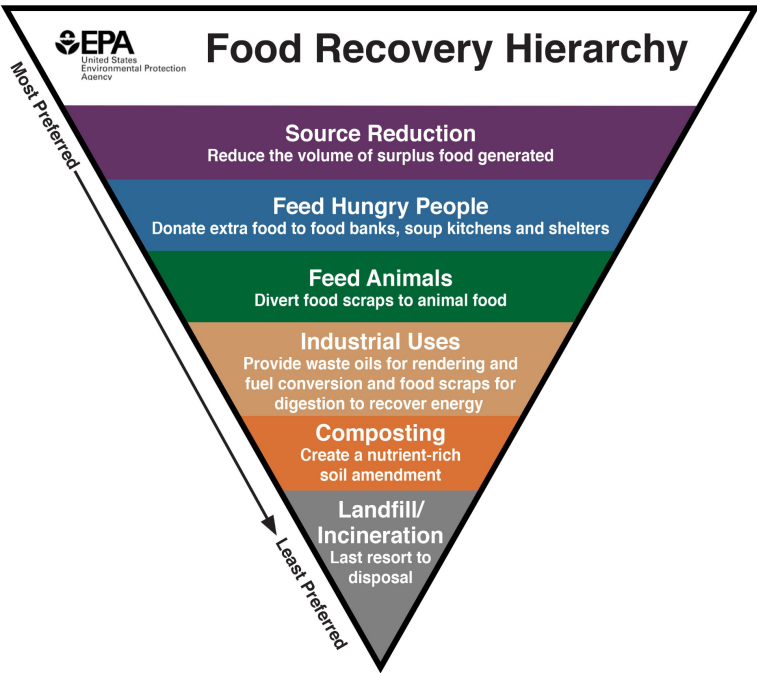
<sup>2</sup> [Embracing a plant-based diet - Stanford Report](#) Accessed on 9/1/2022



**Leftover food from events is offered to attendees, students, or donated to 412 FoodRescue instead of being disposed of. (2 points)**

The [EPA estimates](#) that in 2018 about 63 million tons of wasted food was generated in the commercial, institutional, and residential sectors. That year, in the US, more food (about 24%) was sent to landfills than any other single material in our everyday trash.<sup>3</sup>

Instead of sending leftovers to the landfill, wasted food can be managed. EPA suggests a Food Recovery Hierarchy, which prioritizes prevention and diversion of wasted food. The second tier, after simply having fewer leftovers, suggests donating food to people.



**How to:** When ordering catering, ask them to include carryout containers, so attendees can leave with leftover food.

Set up an email distribution list for students, faculty, and staff who would like to be alerted when there are leftovers. If refrigeration isn't available, provide a time period for when the food is available that follows food safety guidelines.

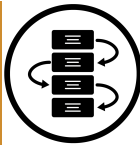
Food that has been prepared in a commercial kitchen can be donated to [412 Food Rescue](#), a local food recovery organization founded by a CMU graduate! If interested, review the Bill Emerson Good Samaritan Laws<sup>4</sup> for additional information on donating food.

<sup>3</sup> [Sustainable Management of Food Basics | US EPA](#) Accessed on 7/8/2022

<sup>4</sup> [FAQ about the Bill Emerson Good Samaritan Food Donation Act](#) Accessed on 7/8/2022



# Meetings and Events



**We request compost and recycling bins for meetings and events where they are not already present in the spaces we are using. (2 points)**

Meeting and event planning can be fun, but there are many details to remember. One that is often overlooked is where all the waste will go! While many reservable spaces on campus have landfill and recycling bins in place, very few have compost bins. If you use campus catering, which strives to provide all compostable products, or go have food waste after your event, it's a shame not to have the ability to compost after the event.

**How to:** If your meeting or event is in your workplace and you already have a compost bin, then you should be able to move the bin to a convenient location for the event. If you don't have a bin, you can request one for free by contacting [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu). You will receive a bin which will be added to the regular collection schedule.

If the event space does not have recycling or compost, you can request temporary bins from FMS. There are two ways to do this: 1) use the online work order room setup [form](#). Click the "setup" button. This popup window includes a section (question 9) asking about waste bins. Check those that apply; or 2) send an email to [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu) requesting recycling and/or compost collection for your event. This will generate a work order to have bins and liners delivered and a work order to have custodial collect the bags at the end of the event.

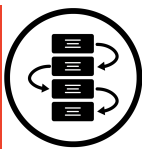


**Workplace meetings are paper-free, providing agendas and other items digitally to attendees. (1 point)**

What's even better than recycling office paper? Not creating paper waste in the first place! Reduce your dependence on paper by hosting paper-free meetings. Using electronic agendas and documents reduces the need for physical space to store records and notes. Digital versions of these documents also allow for electronic searches, saving time too!

**How to:** Post supporting documents digitally in advance of the meeting and communicate this with attendees. Encourage attendees not to print these documents. Use audio visual equipment to display agendas and documents. Allow and encourage attendees to bring a device for taking digital notes. Provide a pdf of the presentation for note taking during the meeting.

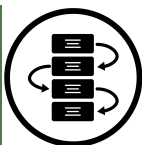
# Purchasing



**When choosing vendors, the workplace looks for diverse, women-owned, or local businesses – report percentage of vendors.** (up to 3 points)

Each purchasing decision an institution makes represents an opportunity to choose environmentally and socially preferable products and services. One of the most direct ways to make our choices matter is with our dollars and where we spend money. Supporting diverse, women-owned, or local businesses supports just and resilient local economies.

**How to:** Carnegie Mellon is committed to supporting small business enterprises, including disadvantaged, women-owned, veteran-owned, service disabled veteran-owned and HUBZone business enterprises in its purchasing programs. The Supplier Diversity Program provides information to vendors on how to become registered. Visit [Procurement Service's Small Business Resources webpage](#) for a list of vendors and more information. The Center for Shared Prosperity is working to build a database of local, minority owned businesses. Visit the ["Recommend a Business" section of their website](#) for more information.



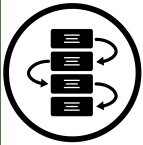
**Purchasing preference is given to companies that use non-plastic or minimal packaging for shipments.** (3 points)

Each purchasing decision an institution makes represents an opportunity to choose environmentally and socially preferable products and services. One of the most direct ways to make our choices matter is with our dollars and where we spend money. Choosing suppliers that use non-plastic or minimal materials packaging reduces the waste impacts associated with shipping goods. Protecting shipments with paper, which can be recycled, instead of plastic reduces the dependence of fossil fuels.

**How to:** Some companies highlight that they use non-plastic shipping materials. Sometimes this information is available on a company website or you may have to contact their customer service. If you notice a company uses paper instead of plastic to protect shipments, make note and continue to order from them instead of another company. Or contact your favorite supplier and ask them if they have options to ship using fewer or non-plastic materials.



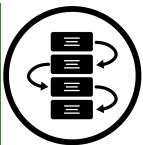
**When we buy supplies for our workplace we buy in bulk to reduce the number of shipments and to minimize packaging waste.** (2 points)



**We don't rely on on-demand purchasing and keep commonly needed things in stocks.** (1 points)

While some of the decisions around waste produced by shipping products are made by the vendor and manufacturer, the consumer can reduce shipping waste in how they decide to purchase products. Often buying the bulk package also adds up to a lower cost per item, saving money. Buying in bulk reduces packaging waste or means fewer trips to the store reducing fuel used in travel. In addition, we have become accustomed to “next day shipping” features offered by many online retailers. This has led many to rely on on-demand purchasing. If we ship small quantities everytime we need them we are increasing packaging waste and increasing the carbon emissions that come from transporting these items.

**How to:** Plan ahead, so that you purchase all items in advance, without the need for many smaller shipments. If you have storage capacity, buy large containers of nonperishable items and use them to refill smaller containers that are kept out for daily use. If you don't have storage capacity, collaborate with a nearby office to combine similar purchases into one shipment or split the contents of a bulk purchase.



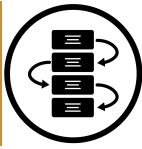
**Our workplace books air travel with Collegiate Travel Planners (CTP), CMU's preferred travel supplier, knowing that the University offsets the emissions associated with University-sponsored air travel purchases through CTP.** (1 point)

Air travel uses fossil fuel. Commercial air travel is estimated to account for 3-4 percent of total US greenhouse gas (GHG) emissions<sup>5</sup>. While planes are getting more efficient, by 2050 emissions from commercial air travel are still expected to triple.

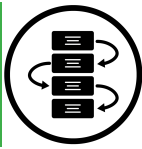
A carbon offset is a reduction or removal of emissions of carbon dioxide or other greenhouse gasses to compensate for emissions made elsewhere. Offsets come from projects that store carbon or reduce GHG emissions, such as planting trees.

**How to:** Visit the Procurement Services supplier page for contact information for Collegiate Travel Planners (CTP): [Supplier Directory](#). No additional actions are required for your flights to be offset. CTP provides the University with reports on the amount of emissions generated through the purchased airfare and the University secures offsets matching that amount.

<sup>5</sup> [A Big Climate Problem With Few Easy Solutions: Planes](#) Accessed on 11/9/2022



**When purchasing new paper-based office products, such as hanging folders, Post-it Notes, file folders, etc., we buy items that are FSC certified or have high post-consumer recycled contents. (2 points)**



**Paper purchased for general purpose printing and copying has post-consumer recycled content (PCC) and/or is FSC-certified – report percentages of purchases. (up to 4 points)**

As mentioned when discussing where we purchase from, the decision of what is purchased also represents an opportunity to choose environmentally and socially preferable products. Nowadays many terms can be used to describe products that make them sound more environmentally friendly. Sometimes these words don't really mean much; that is called greenwashing. Greenwashing is a form of marketing or promotion where words are deceptively used to persuade the public that an organization's products or practices are environmentally friendly. Here are a couple definitions that are *not* greenwashing:

Recycled content items are produced with recovered materials. This means that fewer new resources are used. You may also see the terms “post-consumer” and “pre-consumer”. Post-consumer material is defined as waste material generated by households or by commercial, industrial, and institutional facilities in their role as end-users of the product, which can no longer be used for its intended purpose. Pre-consumer material is defined as material diverted from the waste stream during the manufacturing process.<sup>6</sup>

FSC® certified paper has been harvested in a responsible manner. Although FSC certified paper often contains recycled paper, it does not have to contain it to be certified. The primary requirement is being harvested and produced in a responsible manner.

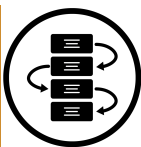
**How to:** Office Depot has an option to filter your search to “Eco Conscious” products. It is good to still double check the product description to confirm that label is accurate. Many products will include a certification label in their product description or packaging.

The EPA maintains a list of Recommendations of Specifications, Standards, and Ecolabels for Federal Purchasing<sup>7</sup> which can be used to help purchasers identify and procure environmentally preferable products and services.

Historically, paper with higher percentages of recycled content caused issues with copiers. This shouldn't be an issue anymore, as advances have been made. You may want to check with your copier provider on what percentage of recycled content paper they recommend.

<sup>6</sup> [Recycled content | U.S. Green Building Council](#) Accessed on 8/25/2022

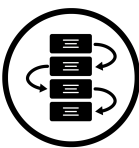
<sup>7</sup> [Recommendations of Specifications, Standards, and Ecolabels | US EPA](#) Accessed on 2/6/2023



## **We use vegetable-based inks in our workplace printers and/or for all marketing materials, such as brochures, handouts, etc. (up to 4 points)**

An EPA study found that vegetable-based inks contained significantly lower contents of volatile components (VOCs). And since they are made from plant materials, vegetable-based inks are more biodegradable than petroleum-based inks. In 1994, Congress passed the Vegetable Ink Printing Act<sup>8</sup> mandating that the federal government use “ink made from vegetable oil and materials derived from other renewable resources” in their printing.

**How to:** There are more and more companies manufacturing vegetable-based inks, though they may not yet be available through office supply companies – you may need to purchase directly from the manufacturers. When choosing a printer, you can ask them to use water, soy, or plant-based inks that emit as few VOCs as possible. Or ask them to “please share more information about your inks and what steps you’ve taken to make them eco-friendly?”.



## **The coffee and tea provided by our workplace is fair trade and/or organic. (3 points)**

Again, the decision of what is purchased also represents an opportunity to choose environmentally and socially preferable products. And as mentioned above, you need to be aware of greenwashing. Here are a few more definitions of terms that are *not* greenwashing:

Fair trade is a global movement made up of a diverse network of producers, companies, consumers, advocates, and organizations putting people and the planet first. The Fair Trade Certified™ label is an award-winning, rigorous, and globally recognized sustainable sourcing certification program that improves livelihoods, protects the environment, and builds resilient, transparent supply chains.<sup>9</sup>

United States Department of Agriculture (USDA) certified organic foods are grown and processed according to federal guidelines addressing, among many factors, soil quality, animal raising practices, pest and weed control, and use of additives. Organic producers rely on natural substances and physical, mechanical, or biologically based farming methods to the fullest extent possible.<sup>10</sup> There are four different organic labels: 100 Percent Organic, Organic, Made with Organic [insert material], and identifying specific organic ingredients.<sup>11</sup>

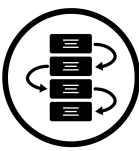
**How to:** You can visit the Fair Trade Certification [website](#) to see lists of brands who have the certification. Most vendors will highlight products that have the Fair Trade certification.

<sup>8</sup> [H.R.1595 - 103rd Congress \(1993-1994\): Vegetable Ink Printing Act of 1993](#) Accessed on 8/25/2022

<sup>9</sup> [Why Fair Trade](#) Accessed on 8/25/2022

<sup>10</sup> [Organic 101: What the USDA Organic Label Means](#) Accessed on 8/25/2022

<sup>11</sup> [Labeling Organic Products | Agricultural Marketing Service](#) Accessed on 8/25/2022

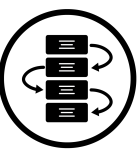


**When we replace or update appliances and equipment we purchase those that are ENERGY STAR (or equal) rated and/or EPEAT certified green electronic equipment – report percentages from recent year(s).** (up to 4 points)

ENERGY STAR®<sup>12</sup> is the US government-backed symbol for energy efficiency, providing simple, credible, and unbiased information that consumers and businesses rely on to make well-informed decisions. Energy efficiency means using less energy to get the same job done – and in the process, cutting energy bills and reducing pollution.

The EPEAT<sup>13</sup> (Electronic Product Environmental Assessment Tool) ecolabel is the leading global Type 1 ecolabel covering products and services from the technology sector. It identifies more products from a broader range of manufacturers than any other comparable ecolabel. EPEAT criteria are life-cycle based and developed through a balanced voluntary consensus process.

**How to:** Use ENERGY STAR's [Product Finder](#) to search for certified appliances, electronics, computers, and more. The [Electronic Product Environmental Assessment Tool \(EPEAT\) website](#) was specifically designed to help with the purchase of greener computers, monitors, laptops, and TVs. The [Consortium for Energy Efficiency \(CEE\)](#) can recommend energy-efficient appliances and lighting.



**The giveaways and swag distributed by our workplace are durable, useful, or an alternative to material items.** (3 points)

Everyone loves free stuff! But often these items are of low quality and break easily or novelty items that we see quickly disposed of after an event. Therefore it is important to be thoughtful about the types of items given away and where they are manufactured or from whom they are purchased.

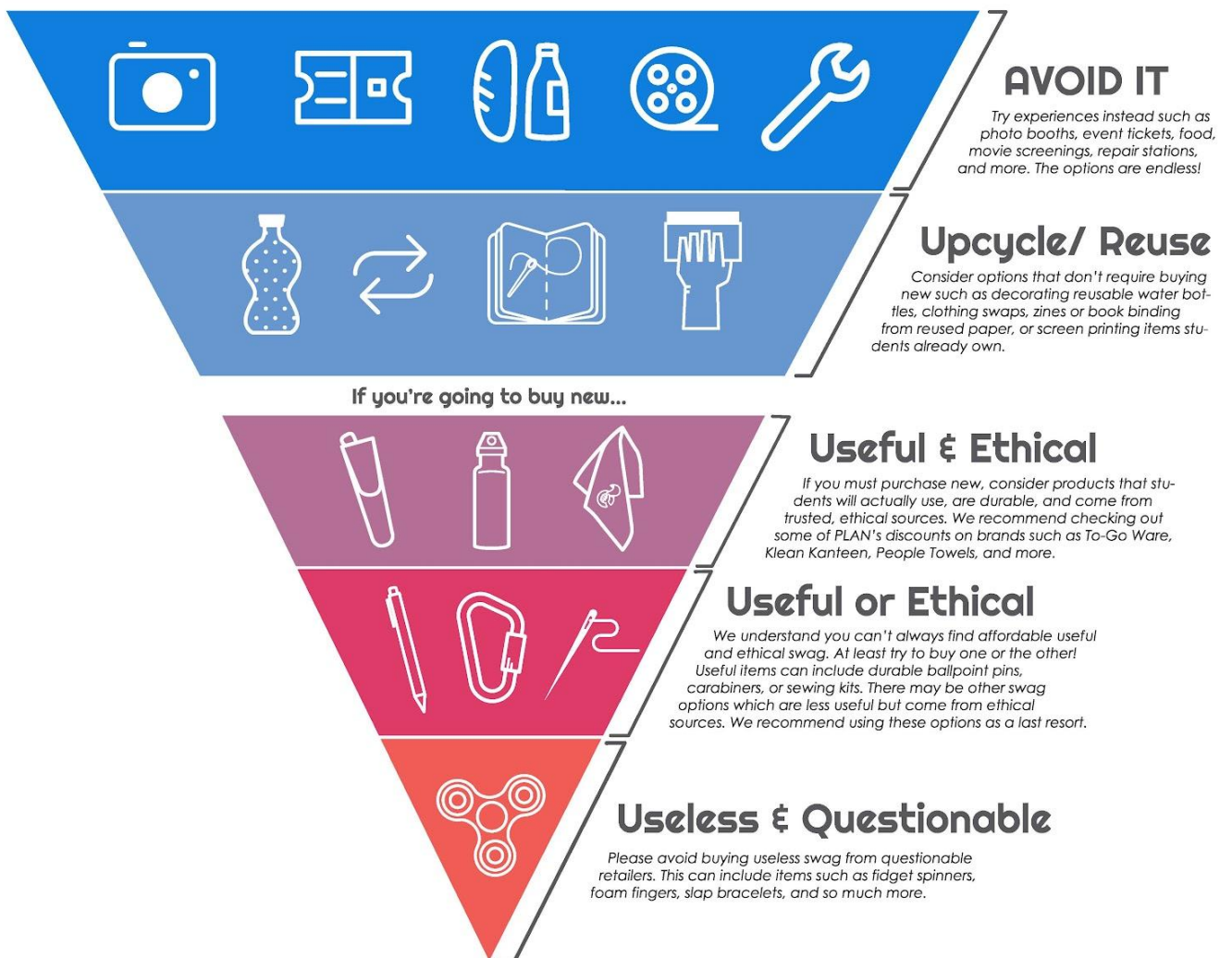
**How to:** The top option is to choose non-material giveaways or experiences, such as access to a curated playlist, food, and movie or event tickets. Next, consider options that don't require new products, such as bags made from old t-shirts, a clothing swap, cuttings from a plant, or a book exchange. If new items are preferred, consider items that are ethically sourced or useful. Items such as well made water bottles and reusable silverware lead to a reduction in single-use products. Also, consider what the product is made of. For example a pen is a useful item, but could you purchase one made from more sustainable materials? Consider the Hierarchical Ethical Guide to Swag<sup>14</sup> when choosing giveaways (next page).

<sup>12</sup> [What is ENERGY STAR | ENERGY STAR](#) Accessed on 9/1/2022

<sup>13</sup> [About EPEAT](#) Accessed on 9/1/2022

<sup>14</sup> [Post-Landfill Action Network: Swag Hierarchy](#) Accessed on 9/16/2022

# A HIERARCHICAL ETHICAL GUIDE TO SWAG



# Energy



**We unplug or switch off electronics between uses to prevent Vampire Power.** (1 point)

When electrical appliances and devices are plugged in they are constantly drawing power, even when not in use. Vampire energy, also called standby power or phantom loads, is power certain electronics and electrical appliances consume even after they are placed in standby mode or switched off. This is often due to the equipment waiting to be activated, a clock readout that remains on, or the little blue light on the power button.<sup>15</sup> Studies from the Natural Resources Defense Council (NRDC) found that “energy use by inactive devices translates to approximately \$19 billion a year... and 50 large power plants’ worth of electricity.”<sup>16</sup>

**How to:** For devices that aren’t used often, unplug them until they are needed. Plug devices into a power strip. This makes it easier to turn all devices off at once. Flipping the switch on your power strip has the same effect as unplugging each socket from the wall, preventing phantom energy loss. It is impracticable to unplug many major appliances, so that vampire power is unavoidable. But by purchasing energy-efficient products you’ll waste less electricity on standby functions. Appliances without lights or clocks, such as lamps and toasters do not draw vampire power. Purchase devices without a clock or extra lights.



**We use centralized, shared resources such as refrigerators, coffee makers, microwaves, printers, and copiers instead of maintaining many for personal use.**

(2 points)

Having fewer appliances in the workplace reduces the amount of potential vampire energy that is being drained. Similarly having multiple personal appliances adds to overall energy consumption, which can counteract any energy savings efforts. Also, larger shared-use appliances are often more efficient. For example, mini-fridges are generally less energy efficient than full-sized refrigerators.

**How to:** Instead of using small, personal mini-fridges, provide one larger workplace refrigerator for all to use. Consider installing a network printer to replace smaller, less-durable, personal printers.

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<sup>15</sup> [‘Vampire Energy’ Is Sucking the Life out of Our Planet | WIRED](#) Accessed on 9/16/2022

<sup>16</sup> [NRDC: Home Idle Load \(PDF\)](#) Accessed on 9/16/2022





## **Communal workspace lighting has been switched to LED bulbs - report the number of lights and fixture types. (2 points)**

Currently, the most energy efficient bulb is a light-emitting diode (LED). Quality LED light bulbs last longer, are more durable, and offer comparable or better light quality than other types of lighting. Residential LEDs, especially ENERGY STAR rated products, use at least 75% less energy than incandescent lighting. While the compact fluorescent light bulbs (CFLs) are also more efficient than incandescent bulbs, they contain a small amount of mercury and should not be disposed of in the regular trash. LEDs emit very little heat. In comparison, incandescent bulbs release 90% of their energy as heat and CFLs release about 80% of their energy as heat. Also, a good quality LED bulb can last 3 to 5 times longer than a CFL and 30 times longer than an incandescent bulb.<sup>17</sup>

**How to:** For task lighting and standing lamps, swap out an incandescent or CFL bulb for a new LED bulb, especially when replacing a burned out bulb. CMU campus facilities are replacing lighting fixtures with LED bulbs as they need replacing. Have a question about the bulbs in your workplace fixtures? Contact the Service Response Center (412-268-2910 [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)) for information on replacement schedules or to request to switch to LED bulbs.



## **Lights in communal spaces are turned off at the end of the workday or use motion sensors to automatically turn off. (1 point)**

## **There are posted reminders (such as light switch stickers) around the workplace reminding staff to switch off lights or unused appliances. (2 points)**



Turning off the lights, even for a short period of time, will save energy and money. While the operating life of CFLs can be affected by the number of times they are switched on and off, there is no similar negative effect on the lifetime of LED bulbs.

Sometimes a sign is all it takes to remind workplace occupants to turn off the lights or equipment!

**How to:** Timers and motion sensors can be installed to automatically turn off lights when spaces are unoccupied. If switches are manual, remind individuals who work late to switch off all non-emergency lights in common spaces.

Post visual reminders to turn off lights. You can request a light switch decal from FMCS (coming soon!) or create your own sign. Canva has some great [templates](#) to get you started.

<sup>17</sup> [LED Lighting | Department of Energy](#) Accessed on 9/16/2022



**We ensure that windows in communal spaces are tightly closed during the heating and cooling seasons.** (1 point)

Some campus workplaces have operable windows. It is nice to allow in air when the temperature is mild. Once campus shifts to heating or cooling season, please keep windows closed. An open window can affect the building's HVAC systems or impact its efficiency.

**How to:** Close all windows before heating or cooling season. If unable to close them fully, contact the Service ResponseCenter (412-268-2910 [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)) to place a work order and report any maintenance issues.

# Transportation



**There is bicycle parking located convenient to our building. If not, we contacted CMU's Parking & Transportation Services department to see if relocating existing bike racks or obtaining new racks is a possibility.** (1 point)

Transportation accounts for about 27 percent of total US greenhouse gas emissions. While some of that is due to shipping and air travel, over half of the transportation emissions are from light-duty vehicles<sup>18</sup>. A typical passenger vehicle that you may use to commute to campus emits about 4.6 metric tons of carbon dioxide per year<sup>19</sup>. What does that equate to? These emissions are equal to almost a year's worth of a home's electricity use or the same as charging 583,885 smartphones. It would take 5.7 acres of US forest a year to sequester this much carbon. All that to say that alternatives to driving a single-occupancy combustion engine vehicle are better community methods.

**How to:** Review the CMU bike parking map to find the nearest bike rack to your workplace. If there isn't one nearby, contact CMU's Parking & Transportation Services department ([parking@andrew.cmu.edu](mailto:parking@andrew.cmu.edu)) to inquire about getting a bike rack near your workplace.



**For public events where attendees will be traveling to campus, our workplace includes instructions on how to travel to campus via alternative transportation means.** (2 point)

See the previous action for the impacts of single-occupancy combustion engine vehicles.

**How to:** If you send confirmation emails to event attendees who are traveling to campus, you may already include parking information. Include information about which buses have stops closest to your office or remind attendees where bike racks are located (or send them to the [CMU bike parking map](#)). You could also mention the campus EV charging station locations.



**Our workplace provides access to sustainable transportation or suggestions and reminders about alternative transportation methods for workplace employees to travel across campus or attend nearby meetings.** (3 points)

Commuting by car to campus may be the best option for many individuals. But once on campus these individuals could also decide to drive to campus buildings for meetings or somewhere for lunch. Some short car trips are necessary; especially for health reasons or mobility issues. But other times these short trips are for convenience or to avoid inclement weather. These short, less than a mile trips, are an opportunity to reduce carbon emissions

<sup>18</sup> [Fast Facts on Transportation Greenhouse Gas Emissions | US EPA](#) Accessed 11/11/2022

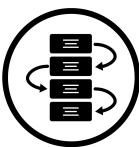
<sup>19</sup> [Greenhouse Gas Emissions from a Typical Passenger Vehicle | US EPA](#) Accessed 11/11/2022

# Transportation

that add to climate change. Fewer car trips mean improved air quality. Plus the alternatives, such as walking and biking, can be good for some people's health<sup>20</sup>. Employees who take public transportation to work may also need a way to get to local meetings. Offering ways for employees to get around without a car encourages them to commute more sustainably.

**How to:** Have a non-fossil fuel powered vehicle, such as a bicycle, that is available for any workplace employee to use.

Perhaps something as simple as a workplace umbrella (for those days the rain surprises us!) may encourage someone to walk to lunch or a meeting at the building next door instead of driving during inclement weather. A few campus buildings are connected by sky bridges or covered walks. Perhaps your workplace has a few of these routes. Make a map for new employees to know the best ways to get around campus while avoiding inclement weather.



**We have designated our loading/drop-off zones as idle free.** (3 points)

Unnecessary idling of cars, trucks, and school buses pollutes the air, wastes fuel, and causes excess engine wear. Ten seconds of idling your car uses more fuel than shutting off the engine and restarting it. Every two minutes the car is idling is equivalent to the amount of fuel used to drive one mile. Modern vehicles do not require “warming up” in the winter, so there is no need to turn on the engine until you are ready to drive.

Each year, long-duration truck idling results in the following estimated or approximated figures<sup>21</sup>:

- 1 billion gallons of fuel consumption
- 11 million tons of carbon dioxide (CO<sub>2</sub>)
- 180,000 tons of nitrogen oxides (NO<sub>x</sub>)
- 5,000 tons of particulate matter (PM)

**How to:** Place “idle-free zone” signs in loading/drop off zones. Contact your supplier and remind them to turn off their engines when arriving at your loading zone.

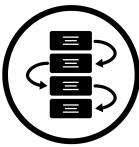
<sup>20</sup> [What If We Kept Our Cars Parked for Trips Less Than One Mile? | US EPA](#) Accessed 11/11/2022

<sup>21</sup> [Learn About Idling Reduction Technologies \(IRT\) for Trucks and School Buses | US EPA](#) Accessed 11/11/2022

# Waste Reduction and Diversion

Many of us grew up learning the “3 Rs”: Reduce, Reuse, and Recycle. While most of the focus is placed on recycling, there is a reason it is last – it should be the last option. To truly reduce the impact of waste, an emphasis should be placed on reducing and reusing first. And, to push this point further, there are many who even add a few more Rs before recycling: Rethink, Refuse, Refurbish, Repair, Repurpose, and Rot!

“Reduce” refers to not creating the waste in the first place. That way we don’t have to worry about how best to dispose of it. The following three actions are ways to reduce waste:



**Office printers and/or computers are set to default to double-sided printing.** (1 point)

Printing using both sides of the paper reduces paper usage by half.

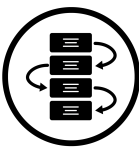
**How to:** Identify the duplex printer(s) in your workplace. Switch the network settings to print double-sided by default. Then, provide every employee access to at least one printer that is capable of duplex printing. Encourage your department to purchase a duplex printer if you do not already have one.



**Our workplace has a kitchenette that provides our employees a place to store lunch items and/or warm them up, and a means for washing dishes.** (2 points)

A kitchen or kitchenette with space for storing lunch and cleaning up dishes makes it easier for employees to bring lunch instead of ordering carryout. This reduces waste from takeout food and saves the individual money.

**How to:** The basic needs for storing and warming up a lunch from home include a fridge, microwave, and/or toaster oven. Consider purchasing these for the workplace to share. You may also consider installation of a sink and/or dishwasher. For appliances that require water or for a large appliance like a fridge, contact the Service Response Center (412-268-2910 [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)) about costs, access to electrical, and water lines, and whether installation is possible with minimal renovations.



**In the kitchen area/break room, we use refillable or bulk containers for sugar, salt & pepper, ketchup, etc. to avoid individual condiment packets.** (3 points)

Choosing bulk containers for shared kitchen items reduces the amount of packaging associated with individual packets. Buying in bulk also means fewer trips to the store or shipments and can often be more affordable per item.

# Waste Reduction and Diversion

**How to:** When purchasing condiments and other kitchen supplies, choose nonperishable items in larger containers. Many of the containers used to hold these items are recyclable — unlike single serving packets and creamers which are not. You can refill smaller containers over time. To avoid contamination by spoons, purchase reusable, refillable “shaker” bottles when appropriate.

“Reuse” refers to using one non-disposable item more than once or to sharing items that you no longer want that are still in good condition. When purchasing items choose durable goods that can be reused. Reuse can also be finding new uses for old things.

When items are reused it reduces the amount of disposables we are purchasing and thus producing. The following six actions are suggestions for reuse:



**We collect single-sided, previously used paper to be made into notepads, used for scratch paper, etc. (1 point)**

Using single-sided paper before recycling it reduces paper usage by half.

**How to:** Paper that has been printed on one side makes excellent scrap paper. Set up a tray or empty box to collect these pages. Post a sign above each collection box and email coworkers so everyone in the office knows what the tray is for. Individuals can grab a stack of paper when they need scratch paper. Tartan Ink may also be able to turn old sheets of paper into notepads by binding one edge. These make great gifts!



**We designate one printer for draft prints or internal documents that is stocked with previously used one-sided printed pages. (2 points)**

Using single-sided paper before recycling it reduces paper usage by half.

**How to:** One-sided sheets of paper are also great for draft prints. If there is a seldom-used printer in the workplace, designate it as a draft printer. Fill it with single-sided paper only. Be careful not to use confidential documents as draft pages.

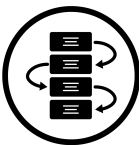
# Waste Reduction and Diversion



**We have a designated area in our supply closet, or elsewhere in our workplace, for sharing office supplies that can be reused (file folders, binders, pens, paper clips, etc).** (1 point)

Office supplies are often still good, but not used like someone thought they would. Your unused office supply may save someone in a pinch or save the workplace some money.

**How to:** When employees leave or clean out desks, still-good office supplies are often left behind. Keep these for new employees or when someone just needs one of an item, to prevent purchasing a whole new box. Designate a drawer, shelf, or cabinet for these supplies where anyone in the office can access them.



**We arrange for still-good surplus furniture and equipment that we replace to be reused or donated, instead of throwing it out.** (2 point)

During renovations or upgrades, you may have some furniture that is still in working condition. While you may not need it anymore, someone may!

**How to:** If furniture is being replaced, consider donating items to a local community or non-profit organization. If working on a larger project with CDFD, discuss with them options for donating items. If managing your own replacement, you can coordinate the donations yourselves. Many organizations, such as [TriState Office Furniture](#), will pick up items.



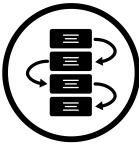
**We use rechargeable and reusable batteries for all small equipment and properly dispose of them when they no longer hold a charge.** (3 points)

Millions of batteries are purchased each year in the US. An average household uses more than 45 batteries a year<sup>22</sup>. Rechargeable batteries last about 4 years, so if you bought 12 rechargeable batteries it would replace 188 disposable batteries you would otherwise have thrown out.

**How to:** Purchase rechargeable batteries and place a charger in a central location. Allow individuals to charge and swap out rechargeable batteries as they need them. Once they no longer hold a charge, Use the [ServiceNow link](#) to request a pickup as a Universal Waste. If your department generates a lot of these batteries, contact EH&S for options to have a collection bin in your workplace.

<sup>22</sup> [Are Rechargeable Batteries Better Than Alkaline? Most of the Time](#) Accessed 11/15/2022

# Waste Reduction and Diversion



**The workplace provides reusable dishware (cups, plates, glasses, cutlery) for daily personal use instead of stocking disposable dishware. (3 points)**

A few reusable items replace a never-ending need for disposables that just create waste. Though there is an upfront cost, it is a fixed expense, so reusables also save money in the long run.

**How to:** Purchase durable plates, cups, and silverware for shared office use. Or ask for donations from employees – many may have items that they have been meaning to donate and would be a great addition to the workplace kitchenette.

“Repair” is one more way to keep waste out of the landfill, and often save money. While it is easy to place an order for replacements, it may be just as easy to order replacement parts. The following action is about repair:



**We arrange for broken furniture, electronics, equipment, and more to be repaired (or checked if repair is possible) before throwing it out. (2 point)**

An item that isn't functioning as well as it was when you first purchased it may be able to be refreshed or refurbished. This will give the item a second life and keep it out of the landfill.

**How to:** Is the chair still comfortable but the fabric is out of date or the vinyl is worn? Reupholster it. Does the battery on your laptop not hold a charge? Perhaps it can be replaced. Is the coaster stuck on your roly chair? Try some WD40 or you may be able to purchase a new set of wheels at a fraction of the price of a new chair. Is the spigot on an urn dripping? Replace just the spigot if the rest of the dispenser is fine. These are just a few suggestions. Think creatively and ask around for ideas or expertise in repair.

Once you have exhausted all options for reducing, reusing, or repairing waste, take the time to sort your waste and choose to **recycle** items that can be recycled on campus, helping to divert waste from the landfill. The last two actions in this section refer to waste diversion:



**Does your workplace divert the following from the landfill: Bottles & Cans, Paper, Cardboard, Food waste and compostable items, Electronics, Batteries, Printer cartridges? (up to 7 points)**

CMU collects waste in 4 traditional waste streams: Bottles & Cans Recycling, Paper Recycling, Compost, and Landfill. These bins are generally located together or near each other in most



# Waste Reduction and Diversion

campus spaces. Visit the [What Can be Recycled? - Environment at CMU](#) page for information on what items are accepted in each waste stream.

CMU has also identified opportunities to divert a few other products from the landfill for recycling. These specialty recycling bins are in limited locations around campus or have special collection processes. Visit the [What Can be Recycled? - Environment at CMU](#) page for information on what items are accepted or where to drop off items for recycling.

**How to:** Workplaces may request free collection bins from FMCS by sending a request to the Service Response Center (412-268-2910 [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)) asking for a specific bin.

Compost collection bins are also available for workplaces. It is preferred that information about composting basics is shared with workplace employees before collection begins, to prevent contamination. Educational materials can be shared digitally or the workplace could host a “lunch and learn” event. Contact [GreenPractices@andrew.cmu.edu](mailto:GreenPractices@andrew.cmu.edu) for information on different compost education programs.

Specialty recycling kiosks are located in buildings across campus for individuals to take items used for CMU work. Some items require collection from EH&S. Review the information on the [What Can be Recycled? - Environment at CMU](#) page for specifics.



**Instructions on properly sorting waste are posted near all waste stations or shared with employees.** (1 point)

Providing access to collection bins is the first step to sorting waste, but it is important to provide information on how to properly sort waste on campus.

**How to:** Print out the signage/poster highlighting how to sort waste on CMU's campus: [What Goes Where? poster](#). Send an email to [GreenPractices@andrew.cmu.edu](mailto:GreenPractices@andrew.cmu.edu) to request postcard-size magnets of the same information to display around the workplace. While signage is helpful, it is also helpful to actively educate workplace users on these processes. Regularly update via meeting agenda items, special emails, or other engagement activities.

# Water



**We immediately report leaks and running faucets or toilets to FMCS.** (1 point)

The washers and gaskets in faucets can wear out over time and cause a leak. One drip per second adds up to wasting more than 3,000 gallons per year. That's the amount of water needed to take more than 180 showers!<sup>23</sup> Noticing and reporting leaks will not only save water, but also prevent costly damage to university facilities.

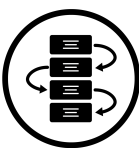
**How to:** Be proactive when you notice a leaking faucet or running toilet. Contact the Service Response Center (412-268-2910 [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu)) to place a work order for a repair.



**The break room dishwasher is used more often than hand washing dishes.** (2 points)

Modern dishwashers are designed to be more water efficient than hand washing (especially if you leave the faucet running). The Department of Energy mandates that full-sized dishwashers use less than 5 gallons of water per cycle and Energy Star-rated appliances require even lower water usage, at 3.5 gallons per cycle.<sup>24</sup> According to a study conducted by the University of Bonn in Germany, handwashing techniques vary; some people use 8.7 gallons and others up to 116 gallons – all more than an average dishwashing cycle.

**How to:** If available, use a dishwasher for dishwasher-safe items. Run the dishwasher when it is full or when clean items are needed.



**We have eliminated bottled water from the workplace.** (2 points)

While there are some instances where bottled water may be necessary, in most parts of the United States, tap water is an affordable and safe way to stay hydrated without generating unnecessary single-use plastic waste and pollution.<sup>25</sup> Plastic water bottles are recyclable in many areas, but the majority of these bottles end up in landfills. According to the most recent data from the EPA<sup>26</sup>, in 2018 only 29.1% of (PET) plastic bottles and jars were recycled.

**How to:** Leave a filter pitcher in the workplace refrigerator for communal use. Use the faucet or a nearby bottle filling fountain to refill. Keep reusable cups and mugs in the office for daily use and for use by guests and visitors. Order water in pitchers or dispensers for meetings and events instead of bottled water.

<sup>23</sup> [Fix a Leak Week | US EPA](#) Accessed 11/22/2022

<sup>24</sup> [Dishwasher vs. Hand Washing: When to Use Each Cleaning Method - Bob Vila](#) Accessed 11/22/2022

<sup>25</sup> [Beyond Plastics: Single-Use Plastic Water Bottles](#) Accessed on 9/16/2022

<sup>26</sup> [Frequent Questions regarding EPA's Facts and Figures about Materials, Waste and Recycling | US EPA](#) Accessed on 9/16/2022

# Wildcards

We recognize that this checklist is not an exhaustive list of sustainable actions. Therefore, this section allows workplaces to submit actions that they do that were not captured anywhere in this document.

Please submit up to three actions (up to 3 points).

Examples include:

- Close window shades if working after dark to reduce glare and prevent bird strike.
- Employees are Green Purchasing certified or received other similar certifications.
- Offer virtual options for meetings with out of town attendees to reduce travel emissions.
- The laboratory associated with the workplace has earned SGG Lab Certification.
- Provide a coffee system that reduces waste, such as reusable filters, beans ground on-demand per serving, compostable coffee pods, etc.
- Schedule regular vehicle maintenance for fleet and/or departmental vehicles and are current with emission testing requirements.