**Sustainable Offices Small Practices for Big Benefits**

**Report Documentation Page**

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23

**19a. NAME OF RESPONSIBLE PERSON**
Topics

• Benefits of Sustainable Practices
• The relationship between consumption and waste
• Smart purchasing
• Reducing routine office waste
• Reducing fuel consumption
• Saving water and energy
• Eliciting behavior change
• Tools in development
Benefits of a Green Office

• Healthier working environment
• Improves morale (pride)
• Creates recycling markets
• Saves energy
• Conserves resources
• Saves money
• Saves landfill space
• Reduces pollution
• Reduce U.S. dependence on petroleum and other imports
Did You Know?

- Paper accounts for 40% of all waste!
- 60% of office waste!!
- The average person uses 737 pounds of paper per year!

Recycling 1 Ton of Paper…

- Saves about 17 trees
- Saves 24,000 gallons of water
- Eliminates 3 cubic yards of landfill space
- Saves enough energy to power the average home for 6 months
- Saves 4 barrels of oil
- Eliminates 60 pounds of air pollutants
Consumption and Waste Generation

• Waste generation is dictated by consumption
  – How much we consume
  – What we consume
• To reduce waste generation, we must make changes in what we purchase and use

Reducing Office Consumption = Reducing Waste
Smart Purchasing Choices

• Purchase items with less packaging
• Purchase products made with materials that will be recycled rather than disposed after use
• Purchase products with recycled or biobased content
• Purchase energy efficient and water saving products
• Purchase products that do not contain ODS or hazardous substances
Green Procurement

• There are specific requirements for the purchase of products that have/are:
  – Recycled content (Resource Conservation and Recovery Act, Executive Orders (EO) 13423 and 13514, and the Federal Acquisition Regulations (FAR))
  – Biobased (Farm and Security and Rural Investment Act, EO 13423, and FAR)
NON-PAPER OFFICE PRODUCTS

DESIGNATED CPG ITEMS:

- Binders (paper, plastic covered)
- Office recycling containers
- Office waste receptacles
- Plastic desktop accessories
- Plastic envelopes
- Plastic trash bags
- Printer ribbons
- Toner cartridges
- Office furniture

- Solid plastic binders
- Plastic clipboards
- Plastic clip portfolios
- Plastic file folders
- Plastic presentation folders
PAPER AND PAPER PRODUCTS

DESIGNATED CPG ITEMS:

• Commercial/industrial sanitary tissue products
• Miscellaneous papers
• Newsprint
• Paperboard and packaging products
• Printing and writing papers
Product Certifications

- WaterSense labeled products are generally 20 percent more water-efficient than similar products
- Green Seal Assesses a broad range of environmental impacts
- Scientific Certification Systems (SCS) certifies a wide variety of claims related to environmental performance
- Forest Stewardship Council (FSC) and the Sustainable Forestry Initiative (SFI) certify paper and wood products
- Energy Star identifies energy-efficient products
- Biobased Manufacturer’s Association (BMA) self-certification program
Reducing Routine Office Waste

- Eliminate the purchase of disposable plates, utensils, cups
- Maintain a minimum supply inventory
- Use newer technology toner cartridges and paper
- Stop mail deliveries to departed personnel
- Use tap water or water cooler to reduce bottled water consumption
- Use hand dryers instead of paper towels
Reducing Routine Office Waste

• Set policies & goals for paper reduction
• Use e-mail in place of written memos
• Save e-mail messages to files instead of printing them
• Always print and copy double sided
• Conduct document reviews and provide comments electronically
• Use “print view” feature to reduce printing mistakes
• Use less paper and compact disks by drive sharing and posting information to a web site
Reducing Routine Office Waste

• Send internal mail in reusable envelopes
• Reuse file folders by using stick-on labels
• Reuse plastic and paperboard binders, binding combs, and report covers
• Stop mailings from unwanted magazines and catalogs
• Place 1 copy of community references (phone book, SOPS, atlas, etc.) in common area
• Extend life of computers to at least 4 years
Reducing Routine Office Waste

• Properly segregate recyclable materials
• Properly prepare recyclables, i.e.,
  – Disassemble boxes
  – Rinse bottles and cans
• Participate fully in the Recycling Program (recycle all accepted materials)
GSA Initiative - PrintWise

The initiative identified the following seven steps to lowering print costs (including paper and energy use) within 90 days:

1. Set your default to "duplex" (double-sided) printing
2. Set your default to "black and white" (rather than "color") printing
3. Set your default to "draft" quality (rather than "high" quality) printing

https://strategicsourcing.gov/print-wise
4. Improve your use of sleep mode for your printers
5. Set your computer's default font to one of the approved toner-efficient fonts (Times New Roman, Garamond, Century Gothic)
6. Encourage the removal of personal printers
7. Freeze purchases of personal printers
Reducing Fuel Consumption

- Participate in meetings via telephone
- Telecommute or alternate work schedules
- Carpool
- Bike or walk around post or to and from work
- Do not leave vehicles idling
- Maintain proper tire pressure
- Use alternative fuel vehicles
Energy Myths*

• It takes more energy to turn lights on and off than to just leave them on
• Computers last longer if left on all the time
• Batteries and film need to be refrigerated
• Maintaining a constant temperature uses less energy
• Outside lighting is required for security reasons

* Reference “Taking the Myths Out of Energy Consumption,” Don Juhasz
Saving Energy and Water

- Purchase energy-consuming equipment that is EPEAT-registered, Energy Star, and/or FEMP-certified
- Be sure energy saving features are turned on
- Turn off lights when not needed
- Use occupancy sensors
- Turn off energy using equipment after hours (use power strips)
- Turn down heat or AC after hours or use programmable thermostats
- Close blinds after hours
- Close off unused offices/rooms
Saving Energy and Water

- Lower temperature of hot water
- Use energy efficient lighting where possible (including exit signs)
- Ensure outside lighting is off during the day
- Request an energy audit (free)
- Use multifunctional equipment (fax, print, copy, scan)
- Install low flow toilets in renovations
- Use water saving shower heads and faucets
Eliciting Behavior Change…
What Works?

• Role models
• Face-to-face education and promotion
• Grass roots involvement
• Upper level management training
• Upper level management support
• A champion(s)
• A strong sense of community
• Setting goals/using metrics
• Getting commitments
Tools in Development

• Styrofoam elimination guidance
• Dining facility waste reduction guidance
• Installation waste diversion study – successes and barriers
• Waste reduction interactive training modules – targeted to specific facility/operation types
• Updated Army Green Procurement Policy
• Green Procurement User’s Guide
• Green Procurement desktop quick guides – targeted to specific job types
For More Information:

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Related Services:

- Integrated Solid Waste Management Plans
- Green Procurement Plans, Audits, and Training
- Solid Waste Characterization Studies
- Recycling and Composting Consultations
- Pollution Prevention Plans
- Sustainability Plans