

## **Level 2 – Sprout**

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### **Education & Outreach**

- At least one member of our team attends the monthly Green Bag luncheons. If our team is without representation at a particular Green Bag, we make sure to review the meeting notes from that particular Green Bag event.
- Information about our Green Team is relayed to new employees and staff.
- We maintain a contact list of Green Team members.
- A departmental Green Team meeting occurs at least one time per semester.

### **Resource Use**

- We have identified the type of printing paper used in our office, looking specifically at the percentage of recycled content.
- We have met with the person(s) in charge of purchasing for our office and inquired about the types of office supplies used in our unit.
- We have chosen the most relevant sites within our unit in which to place prompts.
- We have submitted the “Request for Utilities Information” form.

### **Recycling**

- A general assessment based on our own observations of our office’s recycling practices has been formed and discussed during a team meeting.
- Underutilized and misused recycling bins have been identified.

### **Sustainable Computing**

- Information on how a person can create and send an electronic version of a document has been posted in common printing area(s)
- A list of actions people can take to minimize their computer’s impact on the environment has been sent via e-mail to everyone within our unit. And the list has been posted by all community print stations.

### **Energy & Built Environment**

- We have identified the entity that controls our office’s thermostat.
- Using a digital thermometer, we have recorded the daily office temperature for thirty consecutive work days (Monday-Friday).
- We turn off all lights in unoccupied rooms, including bathrooms.
- Lighting fixtures that could be either replaced with more efficient bulbs or removed from the office have been identified.
- We know the types of cleaning products used by our janitorial staff and whether or not they are “green” certified.

## **Transportation**

- Alternative transportation information such as bus schedules, IUB bus and bike maps, carpool opportunities and regional rideshare programs have been posted.
- We have observed the frequency with which nearby bicycle racks are used by both students and faculty and staff who work in our building.

## **Food**

- We encourage coworkers and guests to bring reusable mugs to meetings and events where beverages will be served.