

Level 4 – Tree

Education & Outreach

- We have contacted other Green Teams in our building or on campus to discuss potential opportunities for collaboration.
- Our team has hosted at least one “Green Bag” event.
- We offered guidance and suggestions to at least one new Green Team.
- Our team has explored possible service learning opportunities for students related to sustainability and the environment.
 - Opt Out: Our team does not represent an academic unit. We have discussed the possibility of reaching out to student organizations involved with issues of sustainability and asking if they would be interested in assisting with some of our planned initiatives.*
- We volunteer with a Bloomington community agency at least once per academic year.

Resource Use

- All office paper is certified by the Forest Stewardship Council (FSC).
- Our office uses minimum 50% recycled content paper for printing.
- All departmental publications are paperless.
- Once per academic year we participate in a department wide supplies exchange and donate excess materials to *IU Surplus*, local agencies, or *Hoosier-to-Hoosier*.
- To reduce transportation emissions, we combine delivery orders for office supplies and equipment whenever possible.
- We have asked purchasing to use the *Green Product or Service Evaluation* provided by IU's Office of Environmental, Health, and Safety Management when considering which “green” products to purchase.

Recycling

- Clearly-labeled bins have been placed in a central location to collect the following items:
 - Small electronic waste items, such as: cell phones and electronic media to be collected and recycled at the annual *E-waste Day*.
 - Used compact fluorescent (CFL) light bulbs to be collected in a box and placed at the building loading docks for proper disposal
 - Batteries size D and smaller to be collected in specified battery containers located near loading docks for proper disposal
 - Printer cartridges to be collected and recycled through our distributor.

Sustainable Computing

- We contacted all co-workers via e-mail listserv, informing them about the benefits of the Go Green Gadget and offering them the link to the IUware page from which they can download the CO² emissions reporting system.
- All new computer equipment purchased for our unit is Energy Star-rated.

Energy & Built Environment

- Power strips are utilized for easy access to unplug several appliances at once.
- Working with building services personnel, we have utilized our requested utilities information to complete an unofficial audit of our unit's water and electricity usage.
- If our building is part of the Campus Energy Challenge we have actively campaigned for building-wide participation.
- If our building is not part of the Campus Energy Challenge we have informed the IUOS of our interest in having our building monitored so that it might be included in future challenges.
- To ensure that electronic devices are on only during hours of use, we have met with both building services and purchasing to ask that programmed plug timers be installed.

Transportation

- When scheduling work-related trips, we request green transit options such as Zipcar and hybrid vehicle rental options.
- We have directed coworkers to overnight travel sources that offer green lodging options.

Food

- At a departmental Green Team meeting we have discussed the possibilities of collecting compostables and establishing an on-site composting bin.
- Our kitchen(s) and break room(s) are stocked with certified "green" cleaning materials.