

GREEN OFFICE GUIDE



CITY OF BLOOMINGTON

Please avoid printing this guide! You can find this document on the Knowledge Base
at <http://apps.bloomington.in.gov/kb/display/GREENKB/Policies>



Welcome to the City of Bloomington's Green Office Guide!

Green isn't just about being environmentally friendly. It's shorthand for being efficient, clean and innovative. Being green often saves money too!

This guide was assembled by the City's Team Green and is meant to help our colleagues in all City departments think of ways to be more innovative and efficient and to reduce their impact on the environment. We recommend that each department identify resources and prioritize internally which tasks to implement in accordance with other priorities and plans.

Need some guidance? Members of Team Green can assist you in working with City leadership to identify resources, finding ways to adapt different ideas to your department, or answering questions.

Is there anything your department is doing that we've missed here? Or do you have other ideas? Let us know at sustain@bloomington.in.gov, and we'll incorporate those suggestions into future versions of the guide.

Thanks for supporting the City's effort to be more efficient, environmentally friendly and innovative!

Team Green

Rachel Atz - City of Bloomington Utilities
Jacqui Bauer - Economic & Sustainable Development
Kim Ecenbarger - Parks & Recreation
Jenny Gibson - Animal Care & Control
Robyn Peffinger - Animal Care & Control
Bet Savich - Community & Family Resources
Kathleen Stedman - Human Resources
Spence Taylor - ITS
Linda Thompson - Planning
Elizabeth Tompkins - Parks & Recreation

Helpful phone numbers:

ITS: 349.3454
Sustainability Coordinator: 349.3837
Public Works Facilities: 349.3439
Parks Facilities: 327.6119



Basic Steps:

- If you can, use the stairs. Using the stairs is healthier AND it saves electricity.
- Avoid using a space heater, and *never* use a space heater when the air conditioning is on. These use a huge amount of energy and can be a fire hazard. See your facility manager for other options.
- During colder months, open window coverings to let sun in or, if there isn't any sun, close them to keep the heat in.
- During warmer months, close window coverings to block the sun.
- Save your work frequently! The City's Power Save software, after normal business hours, will shut down your computer after a period of inactivity to save energy. For more details regarding the Power Save software, please contact ITS at 812-349-3454.
- Shut off your monitor when it is not being used. Our typical monitor uses 22 kWh, even if only displaying a screen saver. However, when turned off, the monitor uses less than 1 kWh.
- Turn off office equipment when you leave for the day unless otherwise indicated by ITS.
- Designate a person to send out an "extended break checklist" to encourage staff to turn off all equipment in common areas at night, on weekends, or before holidays. Designate one or two people to do a walk-through before leaving for weekends and breaks to turn off unneeded equipment.
- Check your thermostat settings. For most buildings, thermostats should be set to 75F (minimum) in the summer and 68F (maximum) in the winter, with energy-saving settings in the evenings and on weekends. If you don't have a programmable thermostat, check with your facility manager to request one.
- Where possible, use task lighting at your desk instead of overhead lighting.
- Post signs in common areas asking people to unplug electronic appliances such as toasters and coffee makers after use. Plugged in, unused appliances account for approximately 10% of electricity consumption in residential homes.

continued next page.



ENERGY.

Next Steps:

- *If you work in a seasonal facility*, establish clear guidelines for shutting the facility down in the off-season, including but not limited to unplugging refrigerators and other equipment, setting back hot water heaters, unplugging and emptying vending machines, setting back thermostats, draining pipes, etc.
 - For questions regarding the proper storage of ITS equipment in the off season, please contact ITS at 812-349-3454.
- Designate a person to monitor energy use and keep staff informed of changes in energy use levels.
- If your building has a Lucid Energy Dashboard, link it from your homepage or otherwise encourage employees and others to monitor it regularly.
- Use natural lighting, or “daylighting,” when feasible. Work with building staff to eliminate unneeded fixtures or bulbs and to install energy-efficient bulbs in fixtures. Eliminate high-wattage (250W or more) bulbs where more efficient alternatives exist.
- Ask the facility manager to install motion sensors in restrooms or other areas where lights are frequently left on.
- Reduce the number of underused appliances, including refrigerators, in your office area. Use shared kitchens instead.
- When appliances and equipment are purchased, always purchase Energy Star products, even if not using City funds since this equipment will still contribute to City energy bills. And of course check with ITS if any new equipment will be hooked into the City’s network.
- Install timers or smart power strips to ensure that electronic devices are only on during hours of use. Contact ITS before using on ITS equipment.



TRANSPORTATION.

Basic Steps:

- Carpool, walk, bike, or take the bus to work whenever possible. Even one day a week or one day a month helps!
- If you're based in City Hall, use the City fleet bikes for meetings and other travel.
- Schedule walking meetings if participants are able.
- For long-distance work-related travel, make sure to use one of the hybrids from the City fleet to save fuel.
- Locate bicycle racks for your building and monitor them to make sure they meet demand. If you need more racks, contact planning@bloomington.in.gov.
- Use windshield sunshades to reduce the need for air conditioning in vehicles.
- Educate those who drive to work or who use City vehicles for work functions on fuel saving measures (from the Dept. of Energy's "EnergySavers" guide; based on fuel price of \$3.96 per gallon).
 - o Proper tire inflation to increase fuel economy.
 - o Proper driving speeds (every 5 mph over 60 mph is like paying \$0.30 more per gallon).
 - o Remove heavy items from cars (every 100 lbs. in vehicle costs \$0.08 more per gallon).
 - o Encourage employees to follow the City's anti-idling policy by turning off all vehicles when left in park. See the Knowledgebase at <http://apps.bloomington.in.gov/kb/display/OOTMKB/Green+Policy+for+all+City+employees> for more information.
 - o Air filter replacement (can improve fuel economy by 10%).
- Take advantage of the City's bike commuter benefit by biking to work at least 12 days each month. Contact the Human Resources Department for more information.

Next Steps:

- If your department doesn't have access to the bikes available at City Hall, set up a bike fleet to serve your employees.
- Set up a carpooling board (online or whiteboard) to facilitate carpooling among employees.
- Plan bike-to-work days or weeks, and hold an employee or inter-departmental competition to encourage participation. Alternatively, compete to encourage walking or use of Bloomington Transit (free for City employees!).
- Initiate programs for employees to work from home where feasible and desired.

WATER CONSERVATION.



Basic Steps:

- Keep drinking water in the refrigerator or use ice. This reduces the amount of water run down the drain to get it cold.
- Fill up the basin or a container while doing dishes rather than running water continuously. Post signs at sinks to encourage others to do the same.
- Compost kitchen scraps (or dispose of them in the trash if composting isn't possible) instead of using the garbage disposal. This will save both water (used to wash the items down the drain) and energy (used to pump and remove pollutants from the water). See the Food section for details on composting.
- Notify your facility manager of water leaks using the “Worktrack” system or by other means. Post a hotline number in bathrooms, kitchens, and by water fountains so individuals can easily contact maintenance personnel.
- Incorporate conservation into basic landscaping management.
 - Avoid watering in the middle of day during hot weather. Water outside only early in the morning or late at night.
 - Equip all hoses with spray nozzles to avoid wasting water while walking between beds or other landscaped areas.
 - Plant only native vegetation, which requires less water.

Next Steps:

- Designate a person to monitor monthly water use and keep staff informed of changes in energy use levels.
- Install rainbarrels at your facility and use the water for landscaping.
- Work with staff or facility maintenance crews to transition to only native plants around your facility.
- During drought conditions, and in normal conditions when possible, adopt the following practices:
 - Prohibit watering except in the early morning. If possible, avoid watering at all.
 - Prohibit powerwashing and other water-intensive maintenance activities.
 - Turn off fountains and other water features to minimize evaporation.



GREEN EVENTS.

Basic Steps:

- Use non-disposable dishware whenever possible. If paper or other disposable products are used, use only products that contain recycled material AND are recyclable. If you choose “compostable” dishware, confirm that a suitable composting facility is available for disposal.
- Make recycling bins widely available throughout your event location, and mark them clearly and consistently. Make sure they are visibly different from trash cans.
 - To inquire about the availability of “event recycling kits” (which include “Recycling Station” banners and recycling bins), email sustain@bloomington.in.gov.
- Provide information about the green aspects of your event to participants through signage, etc.
- Send event invitations electronically. If physical invitations are needed, use recycled products.
- Use promotional flyers sparingly – either eliminate entirely or use recycled paper.
- Minimize or eliminate handouts. When handouts are necessary, make double-sided copies on paper that contains at least 30% post-consumer recycled content.

Next Steps:

- Meet with the person(s) in charge of event planning for your department to inquire about the types of dishware and utensils commonly purchased for office events. Focus on use of reusable, recycled/recyclable, or biodegradable options.
- Set up volunteer-staffed “recycling stations” throughout the event to ensure that all materials are disposed of in appropriate bins.
- Offer composting for organic materials. Bins must be widely accessible and clearly marked.
- Require a minimum percent of the total cost of food and beverages to be spent on fair trade, local and/or organic products.
- Donate leftover food to the Hoosier Hills Food Bank or the Community Kitchen or find other ways to avoid throwing it away.
- Offer water as a beverage option, and offer reusable cups or encourage attendees to provide their own water bottle. Avoid offering bottled water.
- If giveaways are involved in your event, offer only consumable, locally produced, or green-themed giveaways.
- Use only sustainable centerpieces, such as potted plants. Centerpieces can be donated to nursing homes, hospitals, etc. afterward.
- Offer attendees the ability to purchase carbon offsets for travel (via the entry fee or another easy method). This could include donations to the City’s Tree Fund (<http://bloomington.in.gov/treecare>), or national programs like Terrapass (www.terrapass.com/).



Basic Steps:

- Ensure that there is at least one vegetarian and/or vegan option at all events.
- Make fresh fruit and/or vegetables available when refreshments are served.
- Unplug electronic appliances, such as microwaves, toasters and coffee makers overnight or when not in use to avoid phantom energy loss.
- Encourage co-workers and guests to bring reusable mugs to meetings and events where beverages will be served.
- Make reusable cups and dishware available in break rooms, kitchens, and conference rooms.
- Encourage employees to bring lunch from home and to avoid packaged foods to reduce waste.
- Stock kitchen(s) and break room(s) with Green Seal (www.greenseal.org/) certified cleaning products. Avoid the use of toxic cleaners, pesticides and other toxic substances, particularly in eating areas.

Next Steps:

- Prioritize the use of 1) local, non-chain vendors, 2) vendors who provide locally made products, and/or 3) organic or fair trade products.
- Meet with the person(s) responsible for event planning and ask that they use local vendors and/or locally produced, organic food if possible.
- Compost kitchen scraps.
 - o The easiest way to do this is to keep a container in the freezer or refrigerator, and designate someone to take it home weekly for composting.
 - o If you have outdoor space to dedicate to composting, look into a compost tumbler (some examples are at http://eartheasy.com/compost_tumbler.htm) or other simplified system. Other information is located here: <http://blog.intuit.com/employees/composting-at-the-office/>.

CLEANING & PEST MANAGEMENT.



Basic Steps:

- Never treat for pests without consulting a member of the facility management staff to confirm what methods are approved for use.
- Avoid spraying or using chemicals to treat pests. Focus first on eliminating food and water sources, access points, and attractive areas for shelter before using toxic chemicals.
- Use green cleaning products, including dish soap.
- Avoid use of air fresheners and fragrances—these products often contain toxic chemicals. See www.nrdc.org/media/2007/070919.asp for more information.

Next Steps:

- Meet with the person(s) in charge of purchasing to inquire about the possibility of stocking kitchens and break areas with cleaning products that are Green Seal (www.greenseal.org/) certified or otherwise low in toxins (such as vinegar and water).
- Look at all cleaning products and other chemicals in your department and try to replace with less-toxic, greener alternatives, including those with a neutral pH, low or no volatile organic compounds, low amounts of packaging, biodegradability, etc.
- Train employees in the proper use of chemicals, including the use of Material Safety Data Sheets for relevant products and spill management.



PAPER & PRINTING.

Basic Steps:

- Share information electronically by emailing documents to staff, using shared file drives, or by scanning hard copies of documents rather than photocopying.
- Use a screen or monitor to share documents during meetings rather than making handouts.
- If printing is necessary, print on both sides.
- Create a dedicated tray to collect scrap paper and one-sided prints near the main copying/printing area. Use this for printing drafts and note taking.
- Set all computers to default to double-sided when printing - ask ITS for assistance.
- Reduce paper margins and font sizes to minimize the number of pages needed.
- Avoid color printing and print in draft mode whenever feasible.
- When you receive unwanted catalogs, newsletters, magazines, or junk mail, ask to be removed from the mailing list, or designate someone who is in charge of removing individuals from unwanted mailing lists. Then recycle the item.
 - o You can also join a service that will take care of this for you. Catalog Choice (www.catalogchoice.org) is one example.
- Post employee manuals and similar materials online rather than distributing print copies. They're easier to update that way too.
- Only purchase paper that is at least 30% post-consumer recycled content, Forest Stewardship Council certified, and/or processed chlorine-free. If you work with a professional printer, ask them to use these guidelines when selecting paper stock.
 - o Paper that has recycled content or is FSC certified will also comply with the City's Sustainable Purchasing Policy (located on the Knowledge Base - just type "kb" in for the web address and search for "sustainable purchasing policy," or visit <http://bloomington.in.gov/media/media/application/pdf/12603.pdf>).

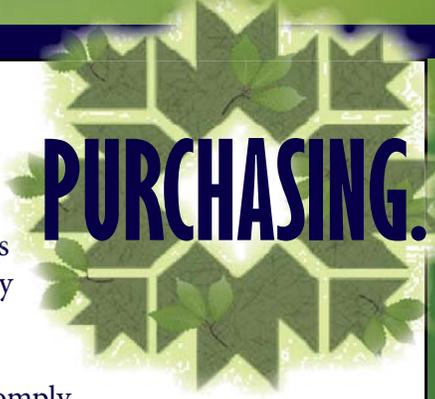
continued next page.



PAPER & PRINTING.

Next Steps:

- Purchase copier and printer paper with a post-consumer recycled content over 30%.
- Reduce the number of printers in your department, especially by eliminating desktide printers from employee offices. Contact ITS for assistance at 812.349.3454.
- Evaluate the materials you share with staff or the public, and determine if they can be made available electronically instead. If print versions are necessary, print on demand.
- Monitor your paper use from month to month to determine whether your demand is changing over time. Identify and eliminate or reduce big uses of paper if possible.
- Give clients the clear ability to opt out of receiving printed copies of marketing or other information.



PURCHASING.

The City of Bloomington has adopted a purchasing policy that aims to use the City's considerable purchasing power in a way that minimizes waste and encourages conservation. City offices will be affected most by the "ongoing consumables" requirements.

The City's goal is that at least 60% of the cost of goods purchased will comply with one or more of the following criteria:

- Contains at least 10% post-consumer and/or 20% post-industrial material.
- Contains at least 50% rapidly renewable material (e.g., bamboo, cotton, cork, wool).
- Contains at least 50% materials harvested, extracted and processed within 500 miles of the facility.
- Consists of at least 50% Forest Stewardship Council (FSC)-certified paper product.
- Batteries that are rechargeable.

Basic Steps:

- Before making purchases, check for recycled or sustainable options. Select these options in cases where the price difference does not exceed 10%, or more if appropriate.
- Identify ways to eliminate purchases altogether, by relying more on electronic communication, sharing with other departments, or otherwise minimizing waste.
- Notify vendors of the purchasing policy requirements and ask for their help in identifying compliant items and assisting with tracking.

Next Steps:

- Strive to exceed the minimum standard of 60% compliance in your department.
- Develop lists of approved items for purchase. Eliminate toxic materials from your purchasing lists as much as possible. Contact sustain@bloomington.in.gov for assistance.
- Conduct spot-checks of purchases to ensure that purchased items comply with the purchasing policy wherever possible.

WASTE REDUCTION & RECYCLING.



Basic Steps:

- Make recycling bins widely available, and mark them clearly and consistently throughout your department.
- Identify recycling bins that are underused or contaminated and take corrective action, by pairing the bins with trash cans, clarifying signage, etc.
- When replacing equipment, furniture, or other items, seek others in the City organization who can use these items rather than throwing them away. If an internal use cannot be found, explore options with the City's Legal Department for making items available to other organizations.
- Seek vendors and products that use minimal packaging.
- Dispose of compact fluorescent lightbulbs (CFLs) and fluorescent tubes properly, by packing them in cardboard boxes and notifying building staff to schedule a pick up. Bulbs are sent to the Solid Waste Management District for proper disposal.
- Make sure that ink cartridges are returned to the IT Department for proper recycling.
- Label trash containers as "Landfill" to help remind people of the impact of their waste.

Next Steps:

- Establish a goal of recycling 100% of recyclable items from your department, including using the recycling station for miscellaneous items in the 2nd floor kitchen at City Hall.
- Compost food scraps in the kitchen or breakroom. See the "Food" section for details.
- Conduct a departmental waste audit to determine what materials are being thrown away. Use this information to prioritize waste reduction efforts.
 - o For help with planning a waste audit, email sustain@bloomington.in.gov.
 - o Most of the waste in City departments will be comprised of paper. To reduce the amount of paper being used, visit the "Paper and Printing" section.
- Designate a collection area for small e-waste (cell phones, CDs, calculators, etc.) and other miscellaneous hard-to-recycle waste (such as candy wrappers). See the 2nd floor kitchen at City Hall for examples of items that can be collected, and contact sustain@bloomington.in.gov for assistance.
 - o Any City-issued items must be returned to ITS for disposal.
- Plan an annual "clean out" of unneeded office supplies and other items and advertise this to other city departments. Share unneeded items on the "excess supply" list - contact sustain@bloomington.in.gov for more information.



INDOOR AIR QUALITY.

Basic Steps:

- Do not block vents or air grilles.
- Clean up all water spills promptly to prevent mold and mildew.
- Water and maintain office plants properly to avoid pest problems or mold growth.
- Report water leaks right away to both save water and to reduce the growth of mold and fungi.
- Store food properly to avoid pests and odors.
- Avoid the use of air fresheners, pesticides, non-green cleaners, and other substances since these can contain toxic substances. Be mindful that others in your workspace may be sensitive to chemical substances and odors.
- Don't burn candles. They are a fire hazard and can pollute indoor air.
- Enforce smoking restrictions.
- If painting or making repairs using adhesives or other toxic substances, ensure that staff are moved and/or adequate ventilation provided. Use low VOC paints and other options with low toxicity.

Next Steps:

- Ask building staff to carry out occasional tests for indoor pollutants (carbon monoxide, radon, etc.).
- Install a carbon monoxide detector.
- Develop a schedule for filter changes in HVAC equipment or work with facilities staff to ensure that filters are changed regularly.

Completed October 2013