THE GREEN OFFICE PROJECT

Smaller Carbon Footprint? Yeah, that’s BIG

SUSTAINABILITY

The long-term maintenance of responsibility, which has environmental, economic, and social dimensions.

ENERGY CONSERVATION

Maintaining the health of the world by decreasing energy consumption.
LET'S GET STARTED!

You’ve established a Green Team for your office. Now what? After basking in the glow of having made this amazing commitment to help URI go green, it’s time to build your team. If you’ve already talked with everyone you know, or if you have your entire office already registered as part of your team, CONGRATULATIONS! Skip to step 2.

1. Most teams, when they first start out, only have a few members. One easy way to get the attention of colleagues you want to recruit is to send them an email explaining why you need them on your team. We’ve drafted a sample email you can use, just to make it easier for you. It can be found in the “Resources” section of the Sakai site in the “Green Team/Green Office Resources” folder (see link below).

2. We’ll be adding your team members to the Green Teams working site on Sakai. All the email addresses you provided when you registered your Team, and any new members you are able to recruit from this point forward, will be added. Team members simply go to: [http://sakai.uri.edu/](http://sakai.uri.edu/). The login info (ID and password) is the same you would use to access your URI email. Once logged in, click on the gold “URI Green Teams” tab along the top. This site is intended to serve as a portal to the Office of Sustainability’s office resources. There is also a chat room, as well as a community forum. We encourage everyone to use the site as a place to share ideas, vent frustrations, offer suggestions, etc… It’s a way for us all to connect and work together.

3. As your office’s Green Ambassador, you will be given some resources to immediately implement to further green your office, such as member stickers to hand out to your teammates and other helpful reminder stickers for you to use around your office. Some of the stickers correspond with the tips in this kit as well. Hang your “Green Zone” poster somewhere your staff and visitors can see, so that they understand the type of culture you are trying to encourage in your workplace.

4. You’ll have a second poster, “Start a Green Team”, on hand and we ask that you hang this poster, on our behalf, in a more public space. Consider posting it on your building’s community board, for example, or in the kitchen that you share with other departments.

5. Contained in this Start up Kit are some additional green tips that you can implement right away including how to set-up your computer to be more energy efficient, reducing energy use in your office, how to buy green products at WB Mason, and even how to green your commute to and from campus.

6. Once you are able to recruit at least 75% of your office to commit to the team, consider applying to have your office “Green Office Certified.” If your office meets the requirements you’ll have a certificate to proudly display. Just visit the Green Office website to apply [www.uri.edu/sustainability/greenoffice](http://www.uri.edu/sustainability/greenoffice)

Thank you for committing to work in a more sustainable environment; an environment you are creating. Getting the message across campus can’t be done without your help and for that, we are truly grateful. Please stay in touch—ask questions, share tips, make suggestions of how the Office of Sustainability can be of greater support, or just let us know how you’re doing. Remember: Think Green!
Office Operations

We hope the following tips can help to jump-start your efforts to green your entire office’s operations. By implementing some of these suggestions, your office will be on its way to not only to meet the Green Office Certification standards but exceed them.

Choose to Snooze

When plugged in, laptops and desktops consume energy even when they are off. This is called “vampire” energy. Take a few minutes to change your computer’s settings so that it defaults to Sleep Mode. This will reduce the amount of “vampire” energy your computer consumes. Today, monitors no longer use cathode ray tubes and therefore have no need for screen savers to refresh. Screen savers actually waste energy! Remove your screen saver and instead set your computer so that it “sleeps” when you leave your work area, even for a few minutes. Here’s how:

If you have a PC, here’s how to remove your screen saver:

- Start ➔ Control Panel ➔ Display
  - This will open the “Display Properties” window
- Click on the Screen Saver tab
- Select “none”
- Click Apply for the changes to take effect

If you have a PC, here’s how to set your computer to sleep or hibernate:

- From the Display Properties Windows, Screen Saver tab, click “Power”
  - This will open the “Power Options Properties” window
- For the Green Office requirement, the “Turn off monitor” should be set to “After 15 mins”
- Feel free to reduce the other options to save even more energy
Manually put your computer to sleep:
- Start → Shut Down
- Change the option to “Stand by”
- Click “Okay”

If you have a Mac, here’s how to remove your screen saver:
- From the dock, click on “System Preferences”
- Select “Desktop & Screen Saver”
- From this box select the “Screen Saver” tab
- Slide the bar to “Never”

If you have a Mac, here’s how to set your computer to sleep:
- From the dock, click on “System Preferences”
- Select “Energy Saver”
- For the Green Office program, display sleep setting should be less than 15 min
Manually put your computer to sleep:
- Click on the apple menu
- Select “sleep” from the drop down menu

Toss the Trash

Single stream recycling has been adopted by the Rhode Island Resource Recovery Center (RIRRC) and the University of Rhode now has the ability to recycle almost anything. Recycling is now just as easy as using a trash can; no more sorting is necessary. Through this new system, plastics, glass, aluminum, paper and cardboard can all be placed and picked up in the same bin. This new system will help divert waste destined for the landfill.

Encourage increased recycling in your office by making sure you have recycling bins in convenient locations (next to printers/copiers/fax machines, trash cans, desks, etc.). Contact Mary Brennan, Recycling Coordinator, if you do not have enough. Her information can be found on the contact page.

Educate the office by displaying the recycling poster next to recycling bins; this will increase understanding of what can be recycled. The recycling poster can be found on the next page.

Although batteries are not accepted by the RIRRC, URI has established its own program to recycle them. Simply collect the batteries used by your office and contact Mary Brennan, Recycling Coordinator, to schedule a pick up.

Electronic waste, or e-waste, should not be put in the trash or recycling. Contact the Properties Office and they will ensure that equipment is properly disposed of or recycled.

Hazardous waste and chemicals should not be placed in the trash or poured down the drain. Contact the Office of Environmental Health and Safety for pick-up.

Do you have extra reams of paper, or an unused toner cartridge for a printer your office no longer owns? Don’t throw it out! Visit the URI Office Supply Exchange website to post it as a supply available for other URI offices. You can also go to this site to search for supplies another office no longer needs. One office’s trash is another’s treasure! Toss the Trash stickers are included with the green office materials.
Reduce the Juice

When plugged in, most home and office appliances still use energy, even when they are turned off. This consumption of unused energy is referred to as "vampire" energy. Though vampire energy only amounts to a very small amount of voltage, it can build up over time. Power strips have become popular in recent years as a means to plug multiple objects into one outlet, as well as to protect electronics from sudden power surges. Though these strips still contribute to vampire energy drain, most of them have their own power switches, which cut power completely to anything plugged in. Putting power strips in easy to reach places, so they can be switched off easily, makes eliminating vampire energy incredibly simple. Alternatively, there are power strips with timers on them, which will automatically shut off or on at a specified time. You can find a "Reduce the Juice" sticker in your green office package.
A GUIDE TO GREEN PURCHASING

When ordering office supplies, it’s important to remember that there are always green options available that could fit your everyday needs just as well as your current supplies. Green office supplies have come a long way in recent years in both quality and economy. W.B. Mason provides many green and sustainable alternatives for your consideration, or you might find what you need at a nearby colleague’s office by browsing the URI Office Supply Exchange site.

**W.B. Mason**

Log in as usual to your office W. B. Mason account. Look for the “Green” tab on the right hand side of the menu bar.

Look out for these icons as you shop to learn more about the supplies.

**URI Office Supply Exchange Program**

The URI Office Supply Exchange program is a way for campus offices to exchange extra supplies with other offices to save money and reduce waste. Offices can exchange any typical office supplies (pens, reams of paper, staples, etc.) through the Sakai site. Contact the URI Recycling Office at recycle@etal.uri.edu to get started!
ALTERNATE TRANSPORTATION OPTIONS

While most of the Green Office program focuses on practices within your office, we also acknowledge that transportation plays a large role in Greenhouse Gas Emissions and the overall sustainability of the university. Consider walking or riding a bike while on campus, instead of driving. This not only helps the environment but also your health! Carpooling can be a fun and easy way to save gas and reduce emissions. Another option to consider while on campus is the RIPTA bus. It costs nothing to ride!

If you are interested in learning more about alternate transportation for getting to campus, learn more below.

RIPTA
Rhode Island Public Transit Authority

Leave your car at home and take the bus. URI staff, faculty, and students save 50% on Rhode Island Public Transportation Authority (RIPTA) fare products purchased at the Memorial Union Information Desk. An unlimited ride monthly pass is just $31.00 and a 15-ride eTicket is $13.00. RIPTA services both main campus and the Providence campus via the #66 bus. Riding RIPTA’s #66 is so easy! Take a look at the student-friendly bus timetable, courtesy of URI’s Student Action for Sustainability. Once on campus, the RIPTA shuttles will take you to other parts of campus for FREE. RIPTA can also get you to the Narragansett Bay campus via the #64 bus. If you don’t live directly on a bus route, you can always drive to the nearest Park & Ride and still save gas. Planning a fun trip to Beantown? Both the #66 and #64 stop at the Kingston train (Amtrak) station.

Available at the Information Desk in the Memorial Union

With URI Pass:
- 15 ride pass = $13
- 1 month pass - $31

On campus transportation
- Hill climber (commuter lots → fine arts)
- 211 RIPTA (travels around campus)

Connect by Hertz

Another reason to ditch your car? URI participates in a car share program through Hertz. Simply register online (it’s free for URI faculty, staff, and students) and once your membership card arrives in the mail, you’ll be able to go online and check the schedule of use for each of the 3 cars that are parked on campus. Just choose the time frame when you need the car, and it will be
waiting for you in its designated parking space. No more hunting for a spot, and no more feeling stranded on campus.

www.connectbyhertz.com

$5/hour includes gas and insurance
Free membership

**Carpool Matching and Sign-up**
If taking public transportation, biking, or walking is not an option you can still reduce your carbon footprint by sharing a ride with other faculty and staff coming to campus. Sign up online and match yourself with others who can carpool with you

http://www.uri.edu/sustainability/Carpooling
Feel free to contact anyone below with questions, comments, or concerns.

General Green Office Program and sustainability questions:

Marsha Garcia
Campus Sustainability Officer
marshag@uri.edu
401.874.4358

Recycling and Waste questions:

Mary Brennan
Recycling Coordinator
recycle@etal.uri.edu
401.874.2840

Property Office
Heather Harwood
wheather@uri.edu
401.874.2578

Environmental Health & Safety Office
Stacey Snow
Chemical Hygiene Officer
stacey_snow@mail.uri.edu
874-2592

Custodial questions:

Douglas Michael
Custodial Services Assistant Director
dougmichael@mail.uri.edu
401.874.2463