



Earth Day Every Day... Reducing DOE's Carbon Footprint

Greening Tips 2010

Green Meeting Tips

Minimize Printed Materials

- Advertise meetings electronically (via website or email) to reduce paper consumption.
- Allow for participants to register electronically. Confirm registrations by e-mail or phone.
- Make materials available electronically by burning a CD, posting on the Web, or sending an e-mail.
- Use dry-mark erasable boards, blackboards, overheads, or slides instead of paper flip charts.
- If handouts are necessary, print using an Energy Star certified printer on FSC, 100% recycled, 30% post-consumer paper, double sided, and use soy-based inks.

Facilities

- Meet where the majority of participants are located to reduce travel.
- Save energy by encouraging turning off lights, heating, and air conditioning when not in use.
- For exhibits, use reusable table skirts, trash cans, and other materials.
- Recycling collection containers should be placed in several event areas. Ensure trash cans are adjacent to recycling containers.
- Give participants a name badge encased in a reusable plastic holder. Ask people to return these at the end of the conference. Designate a place for return collection and reuse the badges at future conferences.

Food and Beverage Services

- Request china. If unavailable, request biodegradable disposable dishes.
- Request reusable flatware, cloth tablecloths, and napkins.
- Provide attendees with reusable mugs. Ask them to use mugs for coffee/water service. Make sure that mugs will fit under beverage service machines.
- Ensure that recycling collection is available. Recycle bottles, cans, plastics, and paper.
- Bulk order sugar, cream, salt, pepper, and other condiments.
- Coordinate with a local food bank to donate unserved meal portions, if possible.
- Request that meals are prepared with local, organic produce, if possible.
- Remind people to take only what they need and to utilize the recycling receptacles.



Green Office Tips

Energy Stewardship

- Set computers to energy saving settings.
- Plug electronic equipment into power strips, and turn off power strips at the end of the day.
- Turn off overhead lights and use a desktop lamp or natural light during working hours.
- Make it a habit to turn off office lights at the end of the day.
- Skip the elevator... take the stairs!

Paper Management

- Store and send documents electronically when possible.
- Use a computer-based fax program to send faxes electronically.
- Print only the text you need and print double-sided.
- Reuse paper that has been printed on one side for fax cover sheets and notepaper.
- Use 20% or more recycled paper when possible.

Equipment Recycling

- Several big name office equipment companies have recycling programs for things such as:
 - Printers
 - Scanners
 - Multifunction printers
 - Fax machines
 - Ink and toner cartridges
 - Cell phones



More information on the other side of this sheet.

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Green Travel Tips

Getting Around Sustainably

- When purchasing tickets for travel, choose an e-ticket to reduce paper use.
- Look for options such as buses or trains instead of driving to and from the airport.
- For shorter trips, take the train.
- Choose the smallest vehicle that can accommodate you comfortably.
- Decline "free" upgrades on rental cars as they will often cost you more in gas and emissions.
- If using a personal vehicle, make sure that the engine is tuned, the amount and condition of the oil is acceptable, and the tires are properly inflated.
- Consider sharing a taxi or rental car with others in your group.
- If accommodations are not within walking distance of meeting location, use hotel van or public transportation.

Accommodations

- Consider proximity to meeting site when reserving accommodations.
- Reserve accommodations on-line if possible rather than printing paper copies.
- Choose hotels and conference centers with established recycling programs, such as linen reuse.
- Choose facilities that use energy- and water-saving devices, such as compact fluorescent light bulbs and low-flow plumbing fixtures.
- Avoid room service, which often uses disposable items.
- Pass your complimentary newspaper on to someone else, or leave it in the lobby for another reader.
- Draw curtains closed on cold nights to retain heat. On hot days, draw curtains closed to reduce the amount of heat entering the room.
- Turn off lights, TV, air conditioner, or heater when leaving hotel room.
- Keep showers short to conserve water.
- Use your own toiletries instead of the small hotel toiletries to minimize waste.
- Recycle when and where available.



Green Purchasing Tips

Environmentally Preferable Purchasing (EPP)

EPP are products made with biobased feedstock, contain recycled content, made close to the point of use, and can later be recycled.

- Buy only the items needed for the work at hand.
- Purchase paper products with a certified recycled content, and a high proportion of postconsumer content. Avoid chlorine-bleached paper wherever possible.
- Reduce hazardous materials at the office in ink, solvents, paint, glue, and other materials. Volatile organic compounds (VOCs) can off-gas and degrade indoor air quality. Consider water-based products when making purchasing choices.
- Talk with suppliers to reduce or take back packaging, especially large packaging (e.g., pallets or drums). Reuse what you can – recycle what remains.
- Purchase re-chargeable batteries.
- Share, repair, and reuse items whenever possible to reduce purchasing.

Additional Information

Visit DOE's EPP website at

<http://www.hss.energy.gov/pp/epp/resources.html>

The following links contain additional information:

<http://www.epa.gov/climatechange/wycd/office.html>

<http://epa.gov/region01/green/greenmeetings.html>

<http://www.in.gov/idoa/files/greenmeetings.pdf>

<http://www.reduce.org/>

<http://www.bluegreenmeetings.org>

<http://www.nrc-recycle.org/greenmeetingsp.aspx>

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U.S. Department of Energy



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