

GREEN GUIDE

SUSTAINABLE OFFICE PRACTICES



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Introduction

Welcome to the Notre Dame Green Guide to Sustainable Office Practices, version 1.5. We hope that you will keep this guide in your office as a reference and share it with colleagues. A PDF version of the Guide is available on the Office of Sustainability website, <http://green.nd.edu>. If you have any questions about the Guide or about sustainability at Notre Dame in general, please email us at sustainability@nd.edu.

Energy

Lights

- Turn off all lights if you plan on leaving a room for longer than 15 minutes.
- Keep the lights in the break room and bathroom off as a policy.
- If your office has desk lamps with incandescent bulbs, call Building Services at 1-5615 and a custodian will replace them with compact fluorescent bulbs (CFLs). CFLs save approximately 75% in electricity costs and last much longer.

Thermostats

- Some buildings have centrally controlled heating and cooling while others have individually controlled thermostats in each room. To understand how the heating and cooling works in your building, go to <http://green.nd.edu> and click on Building Specific Thermostat Information.
- If you have an adjustable thermostat, it should be kept below 75° in the heating season and between 70° and 75° in the cooling season.
- If you have an adjustable thermostat and the temperature doesn't match the setting, submit an online Facilities Request or call 1-8888 to get it fixed.
- If your thermostat is not adjustable and you're uncomfortable, talk to your building manager.
- If your fan unit has a small door with an on/off switch inside, you can turn off the fan and open the window.
- A space heater uses more energy than all your lights, computer, printer, and other office appliances combined. Work with Facilities to optimize heating and cooling performance in your office so all space heaters can be removed.

Appliances

- If you have electronic appliances that are rarely used, leave them unplugged.
- Turn off printers, copiers, and other appliances at night and on the weekends.

Computer Sleep Settings

If you have a PC

If you use Microsoft Vista

1. Go to your Start button in the bottom left corner of the computer screen
2. Click on Control Panel
3. Double-click on Power Options
4. Under Select a Power Plan, click on the middle option: Power Saver

5. Click on “Change Plan Settings” under Power Saver Option
6. Next to “Turn off Display” select 10 minutes
7. Next to “Put Computer to Sleep” select 15 minutes
8. Click Save Changes

To save slightly more energy, enable Hibernation (click Change Advanced Power Settings, click the + next to Sleep and the + next to Allow Hybrid Sleep and choose On) and turn your monitor off when you leave for the day.

If you use Microsoft XP

1. Go to your Start Button in the bottom left corner of the computer screen
2. Click on Control Panel
3. Double-click on Power Options
4. Choose Energy Star Power Scheme
5. Click Save Changes

To save slightly more energy, enable Hibernation (check the box on the Hibernation tab under Power Options) and turn your monitor off when you leave for the day.

To Hibernate or Not to Hibernate: In addition to the energy savings, the advantage of Hibernation is that it protects any unsaved files in case of a power failure; the disadvantage is that it takes a little longer to start back up. If you both enable hibernation and turn your monitor off when you leave, you will be saving as much energy as if you turned your computer off. But if for some reason Hibernation interferes with your work or computer function, don't feel too bad – your PC's sleep mode saves almost as much energy.

If you have a Mac

1. Open System Preferences
2. Choose Energy Saver
3. Select “Put Display to Sleep after 10 Minutes”
4. Select “Put Computer to Sleep after 15 minutes”
5. Check “Put the hard disk(s) to sleep when possible”
6. There is no hibernation option on a Mac but the sleep setting uses very little energy.

Tele-Conferencing

OIT provides access to video conferencing facilities for all Notre Dame employees. For more information on video-conferencing please contact Jeffery Miller at 1-6850.

Fees are modest and vastly cheaper than flying. For more information please visit <http://oit.nd.edu/videoconferencing>.

Waste Reduction

Campus communication

- Campus Mail will only accept up to 300 of the same item within a one month period. This policy is designed not to reduce campus communications, but rather to streamline it through existing channels, thereby reducing printing costs and paper use. This policy applies to all mailings except those mandated by regulatory compliance or those that receive an exception approval from the Office of Sustainability.
- The 300 piece limit allows communicators to send one poster or other shared communication item to each department on campus.
- There are many effective ways to communicate information to the campus community, including inside.nd.edu, the ND calendar, the Observer, ND Works, and the list servs.
- If you have a multi-page or graphical document that you want to communicate, you can post a PDF on your website and share the web address via email.
- Most types of documents can be easily converted to PDFs using the options under the Print menu or the Acrobat menu. If you have trouble finding or using these options, call the OIT Help Desk at 1-8111 for assistance.
- To create PDFs from multiple files, you need Adobe Acrobat. To download Acrobat, visit oit.nd.edu and under Software, click on Downloads. Adobe Acrobat is your first choice.

Electronic Forms

Electronic forms have many benefits over paper forms:

- Saves time – you don't have to enter in the information by hand
- Saves money – no printing costs
- Saves trees and energy
- Saves filing space

For surveys, RSVPs, and other non-secure data, Google Docs is a free and simple tool for creating online forms. In addition, Microsoft Office has many templates that can be downloaded and edited to suit individual needs, available at <http://office.microsoft.com/templates> under Forms.

Instead of requiring hand-written signatures, you can in many cases ask those who are filling out your form to type their name at the bottom and acknowledge that this counts as a signature. If your form is legally binding (such as a contract), please contact the General Counsel's office at 631-6411 or gencoun@nd.edu to determine the appropriate solution for obtaining signatures.

Water

- Water coolers are 75% less expensive than individual water bottles.
- Of the \$95,000 University departments spent on water bottles last year, about \$70,000 could have been saved by switching to rented water coolers and individually owned mugs.
- There are no health concerns associated with campus tap water. The “hard” taste can be removed using a Brita pitcher.

Duplex Printing

By setting double-sided (duplex) printing as your default, you can save time and avoid forgetting to select double-sided each time you print:

Setting Duplex Printing as Your Default

1. Go to Start → Settings → Control Panel → Printers or Printers and Faxes
2. Select desired printer
3. Right Click on printer and select Properties
4. Click Printing Preferences button

For most Xerox printers: (and the majority of Pharos-connected printers also):

Select Layout, Paper, or Output tab

Change 2 Sided Print from 1 Sided Print to 2 Sided Print

Click OK twice

For most HP printers:

Select Finishing tab

Check box for Print On Both Sides

Click OK twice

Single Print Jobs

Microsoft Office Applications

1. Click on the Microsoft symbol in the top left corner and scroll down to Print
2. Click on the Properties Tab
3. Under the Drop-down Menu “Print on Both Sides”, Select Flip on Long Edge
4. Click OK

Internet Explorer/Mozilla

1. Click File in the top left corner of your browser and scroll down to Print
2. Click on the Properties Tab
3. Under the Drop-down Menu “Print on Both Sides”, Select Flip on Long Edge
4. Click OK

If you have a printer that is capable of duplex printing but the duplex options are greyed out on your computer, you probably need to download new driver software. Contact your Xerox representative for assistance.

Duplex Copying

Because settings are different for each copier we suggest you first reference your copier's manual for directions. You can set double-sided copying as the default on many Xerox multi-function copiers as follows:

1. Press the System button
2. Scroll down to Job Defaults
3. Scroll Down to Copy Defaults
4. Select 1 to 2

Recycling

- **Single stream recycling**
 - All types of paper, plastic including plastic bags, styrofoam, glass, aluminum, and cardboard should be placed in the blue recycling bins.
 - Food containers don't need to be rinsed, either.
 - If you need more bins, email recycle@nd.edu.
- **Recycling for special items**
 - Batteries: request a battery bucket at recycle@nd.edu and reduce the need for recycling batteries by purchasing rechargeables
 - Toner cartridges: utilize campus toner recycling programs
 - Light bulbs: give to custodians for pick-up
 - Electronics: call Surplus for pick-up

Sustainable Purchasing Strategies

Equipment Sharing

The most sustainable and cost-effective equipment is the equipment you don't have to buy at all. Find ways to strategically share equipment with other departments, particularly items that are infrequently used. Within departments, attempt to use centralized printers rather than individual desktop printers. Desktop printers are typically not capable of duplex printing, and multiple printers require more energy and toner.

Paper

- The most sustainable and cost-effective paper choice is not to use paper at all. See the sections on electronic forms and duplex copying and printing for ways to reduce paper use. Disseminate announcements and documents electronically whenever possible.
- When you do have to purchase paper, keep the following in mind:

- As of May 1st, 2009, Office Depot Green Top (30% recycled content) is now less expensive than Red Top (no recycled content). Since this price change, the percentage of campus paper purchases that are recycled has increased from 10% to 80%.
- Office Depot's 30% and 100% Post Consumer Recycled Paper are of excellent quality and brightness and will not cause printer jams.
- Extra Bright paper is more expensive and produces more water and air pollution due to additional bleaching.

Appliances

- Purchase Energy Star when replacing these appliances:
 - Refrigerators
 - Microwaves
 - Toasters
 - Coffee makers
 - Computers
 - Printers
 - Scanners
 - Copiers
- Energy Star appliances use 25-50% less energy. If the cost of an Energy Star appliance is prohibitive, contact the Office of Sustainability about obtaining support from the Green Loan Fund. See page 9 for details.

Toner Cartridges

- If you are purchasing an HP cartridge, look for the X (high capacity) version, which lasts longer and costs less per page than the A version, resulting in fewer toner cartridges used.
- Remanufactured cartridges cost up to 30% less than original equipment cartridges. Each original equipment cartridge replaced with a remanufactured cartridge saves half a gallon of oil worth of plastic.
- The quality of remanufactured cartridges is equal to that of original equipment cartridges and they are guaranteed by our preferred supplier, Michiana Cartridge Exchange, as well as by Office Depot. The supplier is therefore responsible in case of any printer damage and remanufactured cartridges do not void printer warranties.

Batteries

- Rechargeable batteries cost much less than disposables in the long run. The cost of a set of rechargeable batteries and a recharger is recouped after recharging the batteries 7 or 8 times, while the batteries can be recharged hundreds of times.
- One recharger is usually sufficient to maintain a supply of charged batteries even for a large office.
- Disposable batteries introduce toxic chemicals into the environment and Notre Dame must pay thousands of dollars each year to dispose of them safely.

Catering and Event Planning

Whether you are planning a luncheon for your office or a large catered event, you can improve sustainability and reduce costs with the following considerations:

Choosing a Location & Caterer

- Hosting your meetings, luncheons and events on campus will reduce transportation impacts. Some great private dining options include: Café de Grasta, Legends, North and South Dining Hall, and meeting space in the LaFortune Student Center.
- Choose a local caterer and one that offers local and vegetarian menu options and reusable dishes, such as Catering by Design.

Dishware & Packaging

- Choose reusable dishware for your event. Catering by Design charges approximately the same for china dishes and glasses as for paper and plastic.
- Buffet lunches use less packaging and result in less waste than box lunches.

Vegetarian Choices

- The meat industry produces more greenhouse gases than all the SUVs, cars, trucks, planes, and ships in the world combined. Animal products also use large amount of water and land and lead to many forms of pollution.
- From a carbon footprint perspective, chicken is 8 times better than beef and vegetarian dishes are 17 times better than chicken.
- Vegetarian meals are also good for everyone's health.
- While it is not always possible to completely avoid meat products at events, serving chicken instead of meat and offering more vegetarian and fewer meat dishes will go a long way to improving the sustainability of your event.

Sustainable Seafood

- Some seafood choices are better than others: Marine Stewardship Council certification means that the fish species are not endangered and suppliers do not have aquaculture practices that damage habitats.
- The following MSC certified seafood selections are available from Notre Dame Food Services: Tilapia, Catfish, Wild Alaskan Salmon, Alaskan Halibut, and Dungeness Crab.

Locally Grown & Seasonal Products

- By purchasing local foods in-season, you can eliminate environmental damage caused by shipping foods thousands of miles and you get fresher products.
- Purchasing locally grown products benefits local farmers and the broader local economy.

- Ordering fresh fruits in the middle of the winter means that the fruit will have to travel large distances. To avoid high transportation emissions, order root vegetable trays in the winter and keep your fresh fruit selections to the summer, spring and fall when possible.
- Notre Dame Food Services can provide many local options: over 40% of their annual purchases are produced in Indiana, neighboring states, or Wisconsin.

Recycling at Events

- If you use any disposables at your event, make sure there are two recycling containers for each trash container.
- If you are using Catering by Design for your event, they will provide recycling containers and dispose of the recycling in accordance with the University single stream program.

Coffee & Office Refreshments

- Order Fair Trade, Shade Grown coffee for daily office use and special events.
- Fair Trade coffee ensures farmers receive a fair price for the coffee and ensures fair labor conditions. Shade grown coffee helps protect rainforests and bird habitat and requires fewer chemicals.
- NDFS & Catering by Design purchase Fair Trade coffee from a local company, Michigan-based Paramount Coffee, which reduces transportation impacts.
- Buy drinks and snacks in bulk to reduce transportation impacts by avoiding multiple deliveries.
- Encourage office members to use their own mugs rather than providing disposable cups.

The Green Loan Fund

- The Office of Sustainability manages a \$2 million Green Loan Fund for environmental improvements in campus buildings and operations.
- All staff, students, and faculty can apply. In order for projects to be funded, they must incur financial savings for the University (e.g. by saving energy) and have a direct impact on sustainability.
- See Proposal Funding on the Office of Sustainability website for more details. Contact sustainability@nd.edu with any questions.