We are... green paws Level 1 - Tracking Sheet	Names																	
Energy																		
Turning off our computer monitor when we leave the office. If allowed by our IT staff, we turn off the computer as well.																		
Enabling power management on our computers to reduce energy consumption.																		
Turning off the lights in offices and common spaces when leaving the room.																		
Waste Reduction																		
Looking at "What's in Our Trash Can" using the worksheet, and noting alternatives.																		
Printing on both sides of the paper, whenever possible, and/or reusing paper that has printing on one side. (Set duplex copying as the default setting for printers, if possible.)																		
Recycling																		
Familiarizing the office with our campus' waste management program and learning what can be recycled and where.																		
Providing recycling bins at events and meetings and making sure the participants know where the bins are located and what goes in each bin.																		
Reviewing the University's Recycling and Reuse Policy (AD34) at a staff meeting.																		
Purchasing																		
Purchasing at least 30%(RC paper and reviewing PSU General Stores' Green Initiatives.																		
Purchasing electronics and appliances that are either ENERGY STAR or EPEAT rated.																		
Determining the most sustainable option for new furniture. This includes checking with Lion Surplus and Salvage for any reusable furniture options or learning about Cradle to Cradle.																		
Looking for sustainable office supplies, such as refillable pens and pencils, RC note paper, etc.																		
Sustainability Awareness																		
Taking the Personal Footprint quiz and discussing what we learned at a staff meeting.																		
Aware of the Green Team program and determining if there is one in our unit.																		
Events and Meetings																		
Reviewing the Smeal College of Business' Green Meetings Guide with our staff.																		
Asking our caterer to use local and seasonal foods as much as possible.																		
Reminding meeting attendees to bring their own cups or mugs.																		
Transportation																		
Considering the variety of ways to commute to and get around campus and discussing these options at a staff meeting.																		
Determining the closest bike racks around our office building.																		
Kitchen and Breakrooms																		
Using 30% RC paper towels in the kitchens and break rooms.																		
Taking the Change the Course water footprint quiz and learning about water-saving projects.																		
Publications																		
Providing electronic versions of publications, if possible.																		
Health																		
Learning the differences between "natural" and "organic".																		
Eating healthy snacks.																		
Going outdoors over the weekend - whether it's a stroll down the block, etc.																		