We are... green paws Level 2 - Tracking Sheet

Energy																	
Using the Appliance and Electronics Worksheet to determine the items in our offices that use electricity, especially those with a "phantom load."																	
Using CFL orLED bulbs and disposing them properly at the University.																	
Reviewing the University's Energy Conservation Policy (AD 64) at a staff meeting.																	
Checking the thermostat setting to see if it is appropriate for the season, if applicable.																	
Waste Reduction																	
Establishing an office "sharing center" where we put office supplies (paper, binders, envelopes, paper clips, and folders) that can be reused by anyone in the office.																	
Reducing unwanted mail by encouraging staff to unsubscribe to unnecessary printed mailing lists.																	
Recycle																	
Recycling small electronic office waste, such as cell phones, CDs/DVDs and cases, audio/video tapes and cases, cables, keyboards, mouses, pagers, answering machines, radios, telephones, and other telephone equipment.																	
Recycling toner cartridges.																	
Purchasing																	
Listing the office supplies we purchase, how frequently the items are purchased and any environmentally and socially conscious alternatives for the items.																	
Learning the difference between compostable and biodegradable.																	
Sustainability Awareness																	
Learning about Penn State's sustainability vision and the role we can play by watching the 8 minute introductory video and having a discussion using the provided guide.																	
Sharing a story at a staff meeting about Penn State's progress towards sustainability. If you are looking for ideas, check this website, and sign up for the Mainstream newsletter.																	
Events and Meetings																	
Asking caterers to reduce the amount of packaging waste for events.																	
Reducing or eliminating the printing of meeting agendas.																	
Transportation																	
Holding discussions about how good driving habits can reduce fuel use.																	
Kitchen and Breakrooms																	
Using environmentally-preferred dish and hand soaps.																	
Publications																	
Using at least 30% RC paper for printed publications.																	
Health																	
Taking a few minutes every day at work to stretch a little.																	
Sharing healthy recipes and trying them out for lunch or dinner.																	