We are… green paws Level 3 - Tracking Sheet	Names																	
Energy																		
Using the Appliance and Electronics Checklist from Level 2 to help determine ways to consolidate appliances in the office.																		
Educating ourselves about light and motion sensors, if we have them in our offices.																		
Using natural light, instead of overhead lighting, whenever possible.																		
Reducing electricity waste by using the Energy saving button on our copier/printing machines.																		
Turning off projectors after presentations.																		
Waste Reduction																		
Setting the Word document side margin default to .75 inch instead of 1 inch or wider.																		
Printing in draft mode, when we do not need high quality prints. If we do not know how to print in draft mode, we consult our IT staff.																		
Recycle																		
Recycling large electronics and appliances, such as computers, printers, fax machines, copiers, refrigerators, microwaves, and fans.																		
Purchasing																		
Using at least 50% RC paper and at least 30% RC for other paper supplies, such as envelopes and notepads.																		
Sustainability Awareness																		
Considering joining a local farm share program that can be found on the Pennsylvania Association for Sustainable Agriculture.																		
Checking Penn State's STARS (Sustainability Tracking Assessment and Rating System) report for accomplishments that relate to our unit.																		
Events and Meetings																		
Avoiding individually packaged meal boxes for events.																		
Transportation																		
Holding some meetings with Adobe Connect or other video conferencing platforms, such as Polycom.																		
Reducing vehicle idling in order to have cleaner air for us and our children.																		
Kitchen and Breakrooms																		
Making sure that reusable flatware and service wear are available in the kitchen.																		
Putting coffee pots on timers so they turn off at night and on weekends automatically.																		
Publications																		
Printing on only Forest Stewardship Council certified RC paper.																		
Health																		
If possible, taking the stairs instead of the elevator most of the time.																		
Taking a stand to give our bodies a break from sitting.																		