

 <b>We are... Level 4 - Tracking Sheet</b>	Names																	
<b>Energy</b>																		
Shutting the blinds and curtains at night then opening them during the day when the weather is cold.																		
Removing all non-OPP approved electric heaters from the office and contacting OPP Area Services for further assistances.																		
Appointing a person who is responsible for shutting down all printers, copiers and computers over holiday breaks.																		
<b>Waste Reduction</b>																		
Scanning and sharing documents electronically, when possible.																		
Purchasing supplies and equipment for our office and trying to make choices that use the smallest amount of packaging.																		
Completing the What's In Your Trash Can? worksheet for the second time and comparing our results from the one previously completed in Level One.																		
<b>Recycle</b>																		
Learning what can be recycled at home and potential improvements for your our recycling program. We contact our County Recycling Coordinators with questions or suggestions.																		
<b>Purchasing</b>																		
Using 100% RC paper for our printing and notetaking.																		
Requesting environmentally friendly paint and carpet when remodeling the office space.																		
Completing the Level 4 Purchasing Worksheet and comparing the result to the worksheet completed in Level Two.																		
<b>Sustainability Awareness</b>																		
Inspiring and encouraging another office to seek Green Paws Office Certification.																		
Including our office's sustainability goals in new hire orientation packets.																		
<b>Events and Meetings</b>																		
Trying to not order an excess amount of food for events and meetings and putting leftover products to good use, if possible.																		
<b>Transportation</b>																		
Requesting hybrid cars from Fleet Operations for work-related travel.																		
Accommodating and supporting flexible scheduling, if possible.																		
<b>Kitchen and Breakrooms</b>																		
Replacing water coolers with water filters on faucets, water filtration pitchers, or water bottle filling stations.																		
<b>Publications</b>																		
Using vegetable-based inks for publications.																		
Designing publications with fewer varnishes and coatings.																		
<b>Health</b>																		
Considering ways to make our meals and snacks healthier.																		
Considering organically grown food options.																		