We have completed a list of all the appliances and electronics in our office that consume energy using the Appliance and Electronics worksheet.

We use compact fluorescent lights (CFLs) and know how to dispose of them properly.

We have completed the online Energy Savings Schedule (see online checklist for link)

When the season changes, we check our thermostat setting to see if it is correct.

We have reviewed the University's Energy Conservation Policy (AD 64) at a recent staff meeting.

We recycle small electronic waste ("e-waste") including cell phones, CDs/DVDs and cases, audio/video tapes and cases, cables, keyboards, mouses, pagers, answering machines, etc.

We recycle our ink and toner cartridges.

University-owned small e-waste will be sent to Lion Surplus for scrap or disposal.

We have established an office 'sharing center,' where we put office supplies, such as paper, binders, paper clips, and folders that can be reused by anyone in the office.

We have reduced unwanted mail by encouraging staff to remove their names from unnecessary mailing lists.

We know how to search for "green" office supplies through Penn State's General Stores.

We have made a list of the office supplies we purchase consistently, how frequently we purchase them, and are aware of their green alternatives.

We have searched sustainability.psu.edu and found a sustainable practice of the University and shared it at a staff meeting.

Twice a year, members of our unit get together to discuss our Green Paws program progress and how we will continue these practices.

We ask that our caterers reduce the amount of waste for our events as much as possible. We have at least one low waste event per year.

We use reusable products like mugs and glasses for meetings.

We have held a discussion about the fuel savings of good driving habits.

We use environmentally preferred dish and hand soaps. We do not use antibacterial soaps.

For publications that we print, we use at least 30% post-consumer recycled content paper.