



Green @ Work

Dining Waste-free at Work

- Supply your own mug or cup, utensils and a cloth napkin.
- Bring your lunch in reusable containers.
- Bring what you eat, eat what you bring (avoid leftovers going in the trash).
- Think of your heart, your health and the planet when choosing your nourishments.

Use Paper Wisely

- Close the loop – It's not enough to recycle. We purchase paper made from minimum 30% post-consumer waste. Safe for printers – even the 100% recycled content paper is performing well for departments.
- Double-side print and copy (as allowable).
- Send memos electronically, save memos electronically.
- Instead of printing a document for your records, scan it and save it on your computer.
- Reuse file folders by folding them inside out or change the label.
- Reuse envelopes, boxes and packaging materials. Be proud and showcase your efforts with a reuse sticker on the mailer.
- Share your magazines with others. Donate them to a public gathering space.
- To recycle shredded paper – just shred it and then tie up in a clear plastic bag. Put the bag in a recycling bin.
- At presentations, instead of paper handouts, email handouts to attendees and encourage electronic saving rather than printing.
- Print addresses on envelopes in place of labels to save paper.
- Mail items in the smallest envelope or box they will fit in.
- Use scrap paper for note taking.
- Departments must request a waiver per Administrative Procedure 3-29 from Information Technology Department if its equipment is unable to process recycled paper.

Reduce, Reuse and Recycle

- Recycle While You Work – learn what to recycle @ <http://intranet.pima.gov/sustainability>.
- Participate in the TerraCycle Brigade. Recycle your writing instruments at work and raise money for the library at the same time – a double win. Learn more at <http://intranet.pima.gov/sustainability>.
- Empty your recycle bin or box into the large rolling bins. That's our job – not custodial.
- Reuse papers clips, rubber bands and metal paper clamps.
- Recycle plastic caps and lids. But not foil.
- Donate outdated, surplus, or unused equipment. Check for correct county procedures.
- Use mechanical pencils, refillable pens and tape dispensers.
- Return unused supplies to your supply room so others can use them.
- Most coffee shops offer a discount if you bring your own cup, so bring your own.
- Look for ways to make your work site more waste-free.

Save energy costs

- Dress in layers to adjust your comfort level, not the room's temperature – cool or heat the body, not the room.
- Drink a hot drink to warm up or a cold drink to cool down.
- Log off and turn off your computer monitor and printer when not in use.
- Just like at home, when you leave a room, turn the lights off.
- Choose Energy Star™ rated models when purchasing appliances and equipment.
- Take the stairs instead of the elevator when and if you can.
- Turn off fans when no one is in the room.
- Use cold water when it's appropriate – heating water uses energy.

Purchases

- When making purchases, choose items that are environmentally friendly. Check with your Green Purchasing Representative for tips and suggestions and find out how you can be on your department's green team or form a team.
- Buy durable, not disposable.
- Ensure your contracts include green specifications.

Cars and Driving

- Register on the Sun Rideshare website at www.884ride.org for carpooling, vanpooling, biking, and taking transit for commutes.
- Take the bus to work if you can. Try for once a week.
- Get the Sun Tran trip planning guide at www.suntran.com or call 792-9222.
- Try Pima County's bicycle share program for trips during the day. Visit <http://intranet.pima.gov/DEQ/travelreduction.htm#bike>.
- Bike maps are available at <http://bikeped.pima.gov/Publications.html>.
- Keep tires properly inflated and rotate to save tire wear and gas and reduce air pollution.
- Maintain your vehicle.
- When refueling your car, avoid polluting by not overfilling and tighten your gas cap.
- Make sure your car's air conditioner is working properly. Leaky air conditioners are the single greatest source of chlorofluorocarbons (CFCs), a greenhouse gas.

Pollution Prevention

- Use less toxic or nontoxic items.
- Sweep instead of using a blower or a hose.
- Report illegal dumping at 622-5800.
- Pick up litter. Call the Litterbug Hotline at 1-877-3Litter to report litterbugs.
- Buy nonaerosol products. Propellants can contribute to pollution.
- During the summer, pump gas in the evening. There's less chance of gas fumes creating ground-level ozone.
- Drive slower on dirt roads to keep the dust down.

Health and Wellness

- Put medical sharps (injection needles) in a rigid (labeled) container and seal it. Dispose of it in a garbage can.
- Empty standing water containers to avoid mosquito breeding.
- Designate one day each month in your office to celebrate birthdays and other milestones, in order to avoid added calories and wasted snacks sitting around the office and your waistline.
- Take the stairs to save energy and add some physical activity to your workday.
- Bike, walk or use public transportation to travel to off-site meetings that are close.
- Take a 15 minute wellness break and go for a walk outside. The fresh air and physical activity will help energize you and boost your productivity at work. Join or start an Employee Wellness Walking Club: www.pima.gov/hr/health/WalkingClub.html
- Cut down on consuming soda and other high-calorie drinks by bringing in your own refillable water bottle to work. Reduce waste and add physical activity to your day when walking to get a refill.
- If you drive to work, consider parking a mile away from your office and get in at least two miles of walking a day and cut down on vehicle miles traveled.
- Get current air quality information before engaging in outside activity at 882-4AIR or www.AirInfoNow.org.
- Practice kindness to all you meet. Pima County's Kind Colleagues Program is an exciting new partnership with Ben's Bells.

It's official...

- *Pima County Administrative Procedure 3-29 requires the purchase and use of recycled paper made with at least 30% post-consumer paper. Departments must request a waiver from the Information Technology Department if their equipment is unable to process recycled paper.*
- *Pima County's Recycle While You Work Campaign encourages recycling of standard items at work.*
- *Pima County Procurement Policy D29.2XIII requires departments to incorporate the goals of Sustainability Resolution No.2007-84 into procurement specifications for supplies, equipment and services.*



<http://intranet.pima.gov/sustainability>