

GREEN @ WORK



Pima County Employees

make our community more sustainable.

We make good choices about transportation, energy and water use, construction of our buildings, products we purchase, our health and wellness, and how we handle our "used" materials.

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



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Our efforts @ work

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.
- Did you know Times New Roman font uses less ink than Arial?
- To recycle shredded paper – just shred it and then tie up in a clear plastic bag. Put the bag in a recycling bin.
- 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.

Save energy costs

- Dress in layers to adjust your comfort level, not the thermostat – cool or heat the body, not the room.
- Drink a hot drink to warm up or a cold drink to cool down.
- Turn off your computer monitor and printer when not in use.
- Choose Energy Star™ rated models when purchasing appliances and equipment.
- ★ In fiscal year 2010/11 Pima County reduced energy expenses by \$1.1 million over fiscal year 2009/10 and by \$2.3 million compared to the baseline year 2008.

Dining Waste-free at Work

- Supply your own mug or cup, utensils and a cloth napkin.
- Bring your lunch in reusable containers.

Reduce, Reuse and Recycle

- Recycle While You Work – learn what to recycle @ <http://intranet.pima.gov/sustainability/recycling.shtml>
- 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/recycling.shtml>
- Empty your own recycle bin or box into the large rolling bins. That's our job – not custodial.
- Employee lead Freecycle™ Holiday Swaps reduce waste by sharing unwanted usable items with others.

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.
- Ensure your contracts include green specifications.
- 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.

Cars and Driving

- Register on the Sun Rideshare website at www.884ride.org for great resources for carpooling, vanpooling, biking, and taking transit for commutes.
- Get the Sun Tran trip planning guide at www.suntran.com or call 792-9222 for bus information.
- Try Pima County's bicycle share program for trips during the day. Visit <http://intranet.pima.gov/DEQ/travelreduction.htm#bike>

- ★ Currently 35% of the Sheriff's Department vehicles are considered environmentally friendly.

Pollution Prevention

- Sweep instead of using a blower or a hose.
- Report illegal dumping at 622-5800.
- During the summer, pump gas in the evening. There's less chance of gas fumes creating ground-level ozone.
- Pima County converted a County-owned working ranch to solar allowing it to operate without depending on diesel generators.

Health and Wellness

- Take the stairs to save energy and add some physical activity to your work day.
- 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. You can also join or start an Employee Wellness Walking Club. Visit <http://www.pima.gov/hr/health/WalkingClub.html>.
- ★ Pima County adopted the Health and Wellness Chapter to the Sustainability Action Plan.

