Sustainable Workplace Challenge 2020

There is No Planet B

Thank you for taking on this Sustainability Workplace Challenge. Your efforts contribute to improving our campus and planet. Start the challenge by reviewing the list below and checking off on what your unit already does. Continue by listing your unit's commitment to new practices. Total your points to determine your unit's level of sustainability.

Due date for submitting report: April 10, 2020.
Challenge completer to be showcased at Ho'olaulea 2020 on April 22
Submit report either electronically (pdf or .doc file) or in print form to: Cynthia Smith (smithcyn@hawaii.edu) Office 71818.

1. What is your unit/division/office/program? Please give a name and description. Remember you can determine your own grouping based on specific circumstances. (See example of completed challenge).

2. Number of people in your grouping ________________

3. Liaison or Contact Person Reporting ________________

Example Challenge

Building 7, 7th floor no 4 wing
Please check off all of the things that your department or program already does on a regular basis.

**Purchasing (20 points)**
- ✔ Choose paper products made with at least 30% recycled content for external print jobs and when purchasing printer or copy paper, post-its, envelopes, etc. (1 pt.)
- □ Choose Energy Star or EPEAT certified electronics and appliances. (5 pt.)
- □ Purchase environmentally friendly ink cartridge refills. (5 pt.)
- □ Purchase rechargeable batteries where needed. (2 pt.)
- ✔ Purchase environmentally friendly hand soap. (1 pt.)
- ✔ Purchase environmentally friendly dishwashing soap. (1 pt.)
- □ Avoid plastic and styrofoam products; purchase biodegradable or compostable options. (5 pts.)

**Recycling and waste (30 points)**
- □ Provide recycling bins:
  - next to trash bins in common areas; include information on what can/cannot be recycled. (5 pts.)
  - at all meetings and events hosted by the office/department. (1 pt.)
- □ Set up designated areas/containers for:
  - reusable office supplies including file folders, binders, and envelopes for interoffice communication. (2 pts.)
  - communal versions of infrequently used office supplies such as hole punches, paper cutters. (2 pts.)
  - collecting and recycling scratch paper near printers and copy machines. (2 pts.)
  - swap table for magazines, newspapers. Recycle or donate to a library what is not claimed. (1 pt.)
- □ Set up department, and/or follow campus, processes to:
  - salvage, reuse, or store office furniture for future use when applicable. (1 pt.)
  - make a concerted effort to donate office supplies when moving or cleaning out; share with other campus offices or donate (e.g. to local schools). (1 pt.)
  - handle e-waste disposal. (1 pt.)
- □ Pre-empt waste by:
  - having printers set to double-side copy by default. (2 pts.)
  - making all files and/or forms available digitally. (1 pt.)
- □ Use dishes, utensils, and towels that can be washed and refill salt, sugar, creamer dispensers with bulk purchases in break rooms. (5 pts.)
- □ Use permanent filters in coffee maker or reusable pods; avoid the use of paper filters or single-cup plastic pods. (1 pt.)
- ✔ Use washable mugs and dishware at meetings or events instead of paper plates and cups. (5 pts.)
Energy and Water use (20 points)

Honolulu Community College is undertaking major steps to meet the campus goal of net-zero energy usage through a combination of reducing emissions and increasing reliance on renewables. Implementing energy-saving practices in all offices is essential to helping the campus meet this ambitious and necessary goal.

☐ Keep windows and doors to outside tightly shut when air conditioning is on. (1 pt.)
☒ Turn off lights when not in use. (1 pt.)
☐ Turn off equipment when not in use. (2 pts.)
☐ Unplug small appliances when not in use. (2 pts.)
☐ Turn off power strips at night. (5 pts.)
☐ Enable energy-saving mode for all appliances with that option. (1 pt.)
☒ Clear out and unplug refrigerators during long holiday breaks (e.g. Winter, Spring and Summer breaks) (2 pts.)
☐ Send "energy saving" reminders before holidays and breaks. (1 pt.)
☐ Post informational signs reminding people to turn off the lights and conserve water (4 pts.)
☐ Use LED or CFL light bulbs when possible. (1 pt.)

Awareness and Training (20 points)

☐ Provide orientation to new employees regarding Sustainable Office Purchasing Policy and Sustainable Office Checklist. (5 pts.)
☐ Provide a "shutdown" checklist at workstations or in highly visible locations. (5 pts.)
☐ Carry out an office/department waste audit to identify ways to reduce garbage and increase recycling. (5 pts.)
☒ Reduce the use of hard copy flyers in mailboxes; use electronic notification instead. (1 pt.)
☐ Encourage alternative commuting methods. Post bicycle route maps, transit schedules, or commuter ride sign-ups in a visible area for employees. (2 pts.)
☐ Promote information and encourage staff to take advantage of HMSA's Health and Wellbeing program - http://go.hawaii.edu/AOA and Kaiser's Employee Wellness Program http://go.hawaii.edu/AO3 (2 pts.)

Health and wellbeing (10 points)

☐ Promote healthy work practices e.g. "take the stairs" campaigns. (5 pts.)
☒ Provide healthy food options at events and meetings. (5 pts.)

Innovation (10 points)

☐ Encourage/reward/recognize office staff who propose and implement innovative environmental practices. (10 pts.)
Other Best Practice: (5 points per practice) 10

In addition to the list above, what other unique things does your department do to contribute to sustainability? Share with us here so we can share with others!

- Post example Student work on sustainability on bulletin boards
- Collaborate & share teaching materials/lesson plans on sustainability

What else can your department pledge to do for sustainability in the workplace? After reviewing the sustainable workplace practices, consider other possibilities to make your workplace greener. Pledge 5 NEW things your department will commit to do in 2020.

(25 pts | 5 points per commitment: ) 25

1. Carry out a waste audit
2. Donate unused office supplies
3. Encourage use of washable hand towels
4. Adopt permanent coffee filters. No more pods!
5. Promote taking the train!

What is your grand total (new commitments + current best practices) = 68

Resources - see other Sustainable Office Programs
- University of Washington: Environmental Stewards Green Office Checklist
  - http://go.hawaii.edu/JOA
- Tufts Green Office Program Checklist:
  - http://go.hawaii.edu/AOP
- Florida State University Green Office Checklist:
  - http://go.hawaii.edu/VOA