

Homewood Sustainability Cheat Sheet

IT: Equipment and Settings

- **Work with IT to implement office-wide policy:**
 - Power management settings turn off monitors/screens after <20 min of activity and system standby or hibernation modes after 30-60 minutes of activity
 - Copiers and printers enter sleep mode after 20 minutes of activity and automatically turn off after 60 minutes.
 - Double-sided printing is set as the default for copiers, printers, and computers.
 - In Word, default paper margins are 0.5 inches or less and single or 1.5 spacing.
- **Energy conservation:**
 - Use power strips as central turn-off points
 - Use shared network printers and eliminate personal printers whenever possible.
 - Send reminder to unplug and shutdown over holidays or long weekends (text available from Office of Sustainability).
- **Paper conservation:**
 - Encourage a culture of electronic rather than paper agendas.
 - Keep a scrap paper pile near printers and copiers, along with a sign on how to use bypass trays to print on pages when single sided printing is done.
- **Resources:**
 - Green Office Certification: [Sustainable IT Guide](#)

Waste Reduction, Reuse, and Recycling

- **Ensure waste bins are in proper areas:**
 - Copy rooms: mixed paper recycling bin
 - Employee desks: desk-side paper recycling bin, no trash bin
 - Common areas: paper recycling, metal plastic glass recycling, and trash bins
 - Eating and meeting areas: compost, recycling, and trash bins
- **Additional waste management procedures:**
 - [TerraCycle](#): writing instruments, Cliff bar wrappers, personal care items (makeup and toiletry packaging and containers), and oral care items (toothpaste, toothbrushes, floss containers). Collect in a central location and mail to Homewood Recycling. Use [JHU-branded signage](#).
 - Small electronics and hazardous waste: CFLs, CDs, batteries, cell phones, inkjet printer cartridges. Collect in a central location and either drop off at Wyman 3 or [request a pickup](#).
 - Inkjet and laser jet cartridges: [request a pickup](#) by Homewood Recycling. Alternatively, non-HP brand is picked up by Office Depot, HP-brand can be shipped back using pre-paid postage return boxes.
 - Styrofoam and film plastic: Collect at least one bag of material and then [submit a request](#) for pickup.
 - Non-contaminated and contaminated lab recycling procedures: [request a bin](#) for [limited number of items](#). Request [pickup of biohazard waste](#).
 - Furniture Reuse Program: [submit a request](#) for furniture removal. Contact the [Furniture Reuse Program Coordinator](#) if interested in purchasing something.



- Office supplies: collect in a central location and mail to Homewood Recycling or [request a pickup](#). Homewood Recycling will donate to the School of Education, who partners with Baltimore City Schools to provide needed supplies to teachers.
- Bulk waste: when cleaning out your office, [request bulk recycling bins](#).
- **Signage:** if signs are not clean or up to date, contact [Sustainability](#) or [Recycling](#).
- **Waste Reduction:** Host a catalog cancelling competition annually or designate an employee to contact retailers to limit unwanted mail.
- **Resources:**
 - Homewood Recycling: [request event bins](#) and [request other recycling services](#) (permanent bins for offices or labs, bulk recycling pickup, small electronic pickup, biohazard pickup, office supply pickup, furniture removal)
 - [Events Cheat Sheet](#) from Homewood Recycling (including Preferred Green Caterers)
 - [Powerpoint slide](#) and [table tents](#) for events
 - Green Office Certification: [Waste Minimization Guide](#)
 - [TerraCycle Signs](#)
 - [Wastebin signs](#)

Procurement

- **Paper products:**
 - White copy paper: 30% (same price as 0% recycled content) or 50% recycled content
 - All other format paper: 30% recycled content
 - Business cards and stationery from Webb Mason should be 10% recycled content
 - When using external printing companies, request that they use:
 - Recycled content paper
 - Soy-based inks
 - FSC-certified paper
- **Minimizing orders and waste:**
 - Buy in bulk whenever possible to reduce packaging
 - Consolidate orders from frequent vendors to twice per month
- **Furniture and Equipment:**
 - Utilize [Furniture Reuse Program](#) through Homewood Recycling: email the [Furniture Reuse Coordinator](#) to check for furniture availability to save substantial costs
- **Resources:**
 - Green Office Certification: [Sustainable Procurement Guide](#)

Food & Drink

- **Kitchen Supplies:**
 - Avoid: bottled water, anti-bacterial soap, single-serve coffee packages, and single-serve sugar and creamer containers
 - Provide: fair trade and/or organic coffee and tea options; bulk sugar/creamer/milk/salt/other condiments; reusable and/or compostable cups, dishware, and utensils; phosphate-free dishwashing soap; reusable bags for employees to use. We recommend Leonard Paper for compostable products.



- **Appliances:**
 - Utilize coffee machine's auto-off feature
 - Eliminate personal refrigerators
- **Catered events and meetings:**
 - Provide recycling and compost bins at events and meetings: [request event bins](#) through Homewood Recycling at least 2 business days prior to the event. No charge for zero-waste (all waste is compostable or recyclable) events.
 - Educate attendees on proper waste sorting: table tents, slides, or a general announcement.
 - Before catered events and meetings, email attendees reminding them to bring their own mugs or reusable cups.
 - Utilize [Green Caterers](#)
 - Green Caterers should provide compostable flatware, cups, and utensils at no additional cost, but the event planner sometimes must request this. If they do not, notify them and Sustainability of the error.
 - Purchase food in bulk trays. Avoid cardboard/plastic boxed meals and individual drinks.
 - Provide substantial vegetarian options.
- **Resources:**
 - [Green Event Planning Guide](#)
 - [Zero-Waste Events 1-pager](#) from Homewood Recycling (including Preferred Green Caterers)
 - [Powerpoint slide](#) and [table tents](#)
 - [Event Support Request Form](#)

Facilities: Construction & Operations

- **Work with Facilities to ensure:**
 - Energy efficient bulbs (LEDs) are used in task lamps and overhead lighting.
 - Dimmers, daylight and outdoor sensors, or occupancy sensors are installed on overhead lighting.
 - If occupancy sensors are not functioning correctly, contact Facilities
 - Identify areas that do not require heating or cooling during off-hours or breaks.
 - Water conservation:
 - Faucet aerators installed on kitchen and bathroom sinks.
 - Bathrooms have low flow toilets and urinals.
 - *If interested in any of these energy/water conservation methods, [contact Facilities](#) to determine cost, ROI, and next steps.*
- **Establish office culture/policy:**
 - Lights are turned off when not in use. Post [reminders](#) near most frequently used light switches.
 - Utilize natural daylight in offices with windows, turning off unneeded overhead lighting.
 - No individual heaters. If employees do have heaters, they must be panel heaters (<250 watts) with auto-off controls, per HSE guidelines.
 - Limit unwanted solar heating and cold drafts by using solar or thermal shades and closing windows tightly.
- **Set up plants** throughout the office, including workstations and common areas. Plants act as air filters and absorb pollutants.



- **Resources:**
 - [Maintenance & Repair Services](#)
 - [Event Support](#)
 - [Recycling Services](#)
 - [Marketing Toolkit](#)

Employee Engagement

- **Education:**
 - Incorporate sustainability materials into onboarding process for new hires and graduate students.
 - Resources: Sustainability myLearning module, Sustainability staff person, [website](#)
 - Continually educate staff, faculty, students on sustainability and proper waste sorting
 - Sustainability or Recycling staff person can present at a staff meeting
 - Designate section of office bulletin board or regular communication to sustainability. Utilize [Marketing Toolkit](#) flyers, [bike maps](#), public transit schedules ([JHU Shuttles](#) and [Charm City Circulator](#)), [Zipcar info](#), [Keswick Farmer's Market flyer](#) and [email signup](#)
- **Green Teams:**
 - Sign up for the [Green Team listserv](#) for monthly Eco-Smart Challenges with prizes and bimonthly Eco-Smart Outings (volunteer activities, sustainability infrastructure tours, happy hours)
- **Engagement:**
 - Solicit feedback from colleagues about environmental opportunities in the office.
 - Connect with the Office of Sustainability through our [monthly eNewsletter](#), [Facebook](#), [website](#).
 - Attend and spread the word about sustainability campus events: Earth Week, Campus Sustainability Month, America Recycles Day, etc
- **Resources:**
 - Green Office Certification: [Sustainability Employee Engagement Guide](#)
 - [Marketing Toolkit](#)
 - [Sustainability initiatives](#) at JHU

Green Office Certification

- **Get Green Office Certified:** be recognized for your existing efforts and find opportunity for new ones
 1. Review the [checklist](#) internally. Find answers to each item by working with decision-makers. Example, meet with IT staff person to determine current practices in the IT section.
 2. Reach out to the Office of Sustainability (Olivia Zug, olivia.zug@jhu.edu) to schedule 1.5 hours for a thorough review and walk-through of your office.
 3. Follow up: finalize outstanding questions, achieve post certification points.
 4. Olivia will finalize score and get plaques signed.
 5. Be recognized at a Green Team Luncheon.
- **Resources:**
 - [IT Guide](#)
 - [Waste Minimization Guide](#)
 - [Procurement Guide](#)
 - [Employee Engagement Guide](#)



General Resources:

- [Homewood Sustainability FAQs](#)
- **Office of Sustainability Contact**
 - Keswick Building, N3100
 - 443-997-6319
 - [Jason Mathias](#), [Ashley Pennington](#), [Olivia Zug](#)
 - [Facebook](#), [Instagram](#), [eNewsletter](#), [website](#)
- **Homewood Recycling Contact**
 - Wyman 3
 - 410-516-5736
 - [Leana Houser](#), [Ryan Kielbasa](#)
 - [Facebook](#), [Instagram](#), [website](#)
- **Facilities Requests**
 - [Maintenance & Repair Services](#)
 - [Event Support](#)
 - [Recycling Services](#)

