



Greening Your MIT Department

Information to Drive More Sustainable Office Practices

1. Recycling

- Maximize existing conventional recycling options in your office
- Appoint an MIT Recycling Ambassador through the Working Group Recycling Committee (WGR)
- Ensure each desk has a desk-side paper recycling bin
- Ensure your office space has the appropriate number and types of bins for recycling (co-mingled, paper, plastic bags, toner cartridges, etc)
- Place recycling bins at locations w/ trash cans to make it easy
- Utilize the annual Clean Out Your Files event to purge your recyclable office materials
- Visit the WGR website and Dept. of Facilities for great resource information
<http://web.mit.edu/workinggreen/> and
<http://web.mit.edu/facilities/environmental/recycling.html>
- Recycle your electronic waste (monitors, CPUs, fax machines, printers, etc) free of charge through the MIT Department of Facilities -
http://web.mit.edu/facilities/services/ewaste_pickup_form.html

2. Energy Conservation

- Turn off lights when not in use, especially at the end of the day
- Put computers on sleep/hibernate mode and turn monitors off when not in use
- Unplug energy draining equipment when not in use (cell phone chargers, coffee makers, etc) or put them on a power-strip and turn on only when needed
- Turn off photocopy machines at the end of the day or use the energy saving mode
- Minimize the use of portable electric devices, such as space heaters & mini-refrigerators
- Adjust blinds for natural light during the day & to control heat generated during the summer and winter months
- Lower your thermostat in winter and increase in summer (optimal settings are 68F in winter and above 72F in summer)
- Contact building managers and/or Dept. of Facilities immediately for heating/cooling issues and follow-up with requests
- Use revolving doors when available
- Take the stairs instead of the elevator

3. Office Supply and Equipment Purchasing

- Purchase office products made from recycled materials and/or designed to be recycled
- Check out the Office Depot Green Book for supplies or
<http://web.mit.edu/workinggreen/buy/atmit.html> for additional ideas
- purchase 100% recycled content paper from Office Depot via ECAT, item # 521980
- Purchase only Energy Star rated equipment for the office

4. Catering

- Promote more sustainable food services when organizing events and minimize waste
- Choose caterers specializing in sustainable and organic services
- Minimize single use, disposable products and service ware

- Use biodegradable products approved by MIT's composting vendor when composting after your catered event, <http://www.bpiworld.org/BPI-Public/Approved/2.html>
- Check out additional tips on WGR site for greening your catered events & meetings <http://web.mit.edu/workinggreen/buy/meeting.html>

5. Transportation

- Walk, bike or take the T to work as your primary mode of transportation
- Use one of MIT's commuter choice programs, which include: subsidized T-Passes, Ride Share and Van Pool services, Guaranteed Ride Home, etc. (<http://web.mit.edu/facilities/transportation/commuting/index.html>)
- Get a departmental ZipCar membership (<http://www.zipcar.com/mit/>)
- Use PlanetTran for taxi services (<http://www.planettran.com/index.php>)
- Use teleconferencing for meetings to minimize travel when possible

6. Reduce and Reuse

- Print double-sided on recycled paper and establish as default printer setting
- Replace bottled water service with filtered tap water
- Keep an active inventory of commonly purchased items and buy only what you need
- Utilize reuse@mit.edu to post unwanted materials to the MIT community, (<http://web.mit.edu/workinggreen/reuse/reuse.html>)
- Utilize MIT free food networks for event leftovers via freefood@mit.edu and free-food@mit.edu
- Conduct a donation drive in the office: donate unwanted clothes, books, electronics, furniture, etc. to a local charity

7. Other Ideas

- Create a green team to drive progress and increase participation
- Establish contests for best new ideas, individual champions, etc.
- Conduct an environmental audit/assessment of your office
- Calculate your office's carbon footprint
- Share your experience with the MIT community and beyond

Resources:

- Working Green at MIT (WGR) - <http://web.mit.edu/workinggreen/index.html>
- Environment Health & Safety Office (EHS) - <http://web.mit.edu/environment/reduce/sustainability.html>
- Department of Facilities - <http://web.mit.edu/facilities/environmental/index.html>
- Information Systems & Technology - <http://web.mit.edu/ist/initiatives/it-energy/>
- MIT Energy Initiative (MITEI) - <http://web.mit.edu/mitei/index.html>
- US Environmental Protection Agency (EPA) - <http://www.epa.gov/climatechange/>
- Energy Star - <http://www.energystar.gov/>

Contact Information

For further information or assistance with a sustainability program in your department, please contact be-green@mit.edu.