



Greening Your MIT Department

Information to Drive More Sustainable Office Practices

- **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>

- **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 only Energy Star rated equipment for the office

- **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
- Check out additional tips on WGR site for greening your catered events & meetings
<http://web.mit.edu/workinggreen/buy/meeting.html>

- **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
- 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
- Contact building managers and/or Dept. of Facilities immediately for heating/cooling issues and follow-up with requests
- Minimize the use of portable electric devices, such as heaters, mini-refrigerators, fans
- Use revolving doors when available
- 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

- **Transportation**
 - Encourage employees to walk, bike or take the T to work
 - Encourage employees to use MIT's transportation demand management programs including: 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>)

- **Reduce and Reuse**
 - Print double-sided on recycled paper and establish as default printer setting
 - Conduct a donation drive in the office: donate unwanted clothes, books, electronics, furniture, etc. to a local charity
 - Replace bottled water service with filtered tap water
 - 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

- **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 - <http://mit.edu/environment/reduce/index.html>
- Department of Facilities - <http://web.mit.edu/facilities/environmental/index.html>
- US Environmental Protection Agency (EPA) - <http://www.epa.gov/climatechange/>
- Energy Star - <http://www.energystar.gov/>