

Green Teams: Empowering Sustainability, Culture Change and Collaboration at Harvard University.



HARVARD UNIVERSITY OFFICE FOR
SUSTAINABILITY

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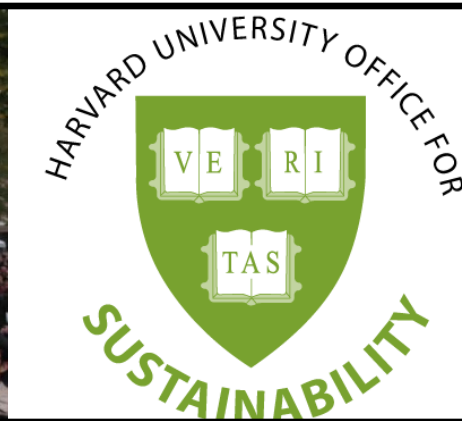
“...the habits, the attitudes, and the creativity of every one of us have the potential to make a great difference, not just for Harvard... but for the larger world and its future well-being...”

– President Faust

OFS Mission

To lead Harvard in achieving all its sustainability goals, aimed at saving resources and reducing the University's environmental impacts.

- Expertise, Advocacy & Innovation
- Accountability & Reporting
- Culture Change & Communications
- Faculty & Student Connection
- Policy Implementation & Development
- Best Practices & Resources



Green Teams

Goal: To engage staff from representative departments in identifying ways to green the department/school.

Three approaches:

1. Top down
2. Grass roots
3. Combination



Green Team Case Study:

Harvard Law School

- Model:
 - Grassroots
 - Partnership with Operations /Law School Sustainability Coordinator
- Notable projects:
 - Campus composting
 - Event composting
 - Building composting
 - 18% increase in organics recovery since HLS started composting in 2009.



<http://www.law.harvard.edu/about/administration/facilities/energy/hls-green-team.html>

Green Team Case Study:

Harvard School of Public Health

- Model:
 - Grassroots
 - Partnership with HSPH Operations and the Office for Sustainability
- Notable projects:
 - 3rd annual “Take the Stairs” competition
 - Initiative to improve human health and reduce environmental impact engaging over 230 participants
 - Campaign to eliminate bottled water (deferring 52,000 bottles each year)

<http://www.hsph.harvard.edu/ecopportunity/index.html>

Your sustainability
team at HSPH

ecopportunity

Green Team Case Study:

Harvard Business School

- Model:
 - Top down
 - Operations-led initiative; volunteers solicited from every department with managerial support
- Notable projects:
 - Building electricity competition
 - buildings compete to reduce energy below their own historical levels for one month.
 - \$11,000 saved; 46,000 lbs. CO2 offset

<http://www.hbs.edu/environment/campus/>



Green Team Case Study:

Harvard Medical School

- Model:
 - Top down/grassroots combination
 - Partnership between Human Resources and Longwood Sustainability Coordinator
- Notable projects:
 - First goal: facilitating Green Office Program
 - Semi-annual “HMS Green Team Sustainability Welcome Lunches” for new employees to provide overview of HMS sustainability initiatives



<http://www.green.harvard.edu/hms>



Green Office Program

Goal: To provide a simple, easy to follow how-to guide and resources on how to reduce environmental impacts offices at Harvard

- Series of 4 checklists (Leaf 1-4) with specific actions, ranked by difficulty
- Fact Sheets, tools, how-to's
- Training and consulting advice

www.green.harvard.edu/greenoffice



Green Office Resources

Eco-friendly Dining Products

It is best to use reusable cups, dishware, and utensils.
If this is not possible, the next best choice is to use recycled paper products instead of plastic materials.

Reusable Products

- Bring in products from home
Reused are more eco-friendly than buying new
- Buy Preserve Tableware
Recycled, reusable, recyclable, & local
Plates, cups, & cutlery
Available at Whole Foods, Target, online, etc.

Paper Plates & Bowls

- Buy recycled
Seventh Generation (83% post-consumer waste)
Chinet's classic & casual (100% pre-consumer waste)
Compostable
- Try bagasse
By product of sugar cane processing
Compostable
OfficeMax carries Eco-products & Stalkmarket ones

Napkins

(% recycled material)

- 365 Whole Foods (>80%)
- Seventh Generation* (80%)
- Marcal* (>60%)
- Green Forest (40%)

* Supplied by OfficeMax

To find products easily at OfficeMax, search by brand name.




Green Office Program

Leaf One Certification



ENERGY

- We shut off our monitors and/or manually send our computers into energy saving modes (standby or hibernate) when not in use and turn them off at night. [[Windows](#) or [Mac](#)]
- As backup, we enabled the OFS recommended power management settings on our computers. [[Windows](#) or [Mac](#)]. If changing these setting requires administrative rights, we've contacted our IT group for assistance.
- We have sleep mode enabled on all copiers and all printers after five minutes or less of inactivity. [[Canon ImageRunner](#)] [[Exit Door Prompts](#)]
- All lights are turned off when not in use during the day and at night, including in common areas such as kitchens, conference rooms, storage closets, and bathrooms. We have posted prompts on light switches, where applicable. [[Light Switch Prompts](#)]
- We send, or will send, an e-mail to our staff before holidays and breaks containing an energy saving checklist. [[Example Checklist](#)]

RECYCLING

- There are recycling bins in all common areas where trash bins are present, such as in kitchens, break rooms, conference rooms, mailrooms, and copy rooms. [[Suggested Bins](#)]
- In our office, recycling signs are clearly posted on or near recycling bins. [[Recycling & Trash Signs](#)]
- We spent several minutes reviewing proper recycling practices at a recent staff meeting to ensure that all members of our office are aware of the rules and had their questions answered.
- We provide recycling bins at events and meetings sponsored by our office.
- When we need to dispose of office furniture and equipment, we contact Facilities/Operation to see if it can be salvaged and reused elsewhere and/or we post it to the Harvard ReuseList. [[Harvard ReuseList](#)] [[Harvard Surplus Center](#)]

WASTE REDUCTION

- We print or copy to both sides of a page whenever possible. Double-siding is set as a default on our office computers [[Windows](#) and [Mac](#)], and we placed a visual prompt on our copy machine to remind members of our office to double-side whenever possible. [[Copy Machine Prompts](#)]
- In order to save paper when printing and copying, we reuse paper that has text on only one side whenever appropriate. We keep a scrap paper pile near our printer and/or copier.
- We use inter-office instead of regular envelopes whenever possible and promote the redistribution of inter-office envelopes in our office or department.

PUBLICATIONS

- If we publish a newsletter, we offer an electronic version that readers can select instead of the paper version.

Green Team Leaders

- University-wide alignment of Green Teams
- Distribution of OFS tools and resources
- Professional development and education



GREEN CARPET AWARDS



Thank you!

“What is at stake is nothing less than a change in the culture of how we work and live.”

– President Faust

Resources

Office for Sustainability
green.harvard.edu

Harvard Green Office Program
green.harvard.edu/green-office

Harvard Green Building Resource
green.harvard.edu/theresource