

Examples of Humber Green Team initiatives & projects

Below are lists of initiatives your Green Team can consider implementing in your department. Any one or the initiatives on this list would contribute to reducing Humber's footprint.

Energy Conservation:

- Shut down personal and shared office equipment at the end of the day
- Set power saving settings on your computer
- Turn off your monitor if you are away from your desk
- Use day-lighting when possible
- Establish a "Last to Leave: policy or person to encourage powering down equipment at the end of the day
- Unplug other devices (e.g. battery chargers) when they are not in use.

Water Conservation:

- Don't buy water bottles, encourage reusable water bottles in your department office
- Ask Chartwell's to give you water in jugs or in a water tower during meetings
- Make sure all faucets are turned off all the way and promptly report leaky faucets and toilets to the facilities department
- Don't throw anything into storm drains.
- If you commute to Humber by car, check for fluid leaks regularly. Leaking fluids such as oil or coolant can contaminate surface and ground water.

***Did you know** that Toronto's water is some of the cleanest you'll ever drink? Toronto's tap water is clean and safe. To ensure it stays that way, drinking water is forever being tested by automated analyzers for over 300 different pollutants according to Ministry of Environment (MOE) guidelines.*

Facilities and Procurement (paper, etc.)

- Buy reusable silverware and cups for staff meetings, or purchase products that are compostable.
- If your office purchases items for events, look for products that are made of sustainable materials, can be recycled, are organic, natural and ethically and/or fair trade where possible.
- Source materials and products, including branded items or food, locally and/or domestically (from within the community or at least made in Canada, where possible).
- Always consider sharing, renting, or leasing as an alternative to buying new equipment
- Use a life-cycle cost analysis, rather than automatically choosing goods with the lowest purchase price, to help your department identify the best long-term value. Consider the following characteristics when purchasing new materials or equipment:
 - Energy efficiency (e.g. Energy Star)
 - Recycled content (pre- and post-consumer), remanufactured goods, and/or use of refurbishing services.
 - Durability
 - Minimized packaging (e.g. buying in bulk or concentrated form)
 - Minimized toxic ingredients or components
- Other resources for environmentally preferable purchasing: Ecologo, GreenGuard

Waste Reduction & Recycling

- Ask Chartwell's to provide china instead of paper plates and cups for meetings and events in your department/school
- Reduce the amount of items printed, print double sided and recycle paper when done
- Avoid overproduction of marketing and publicity material by reviewing distribution lists and regularly updating databases
- Use email and publish electronically, rather than printing, when feasible. Edit drafts electronically rather than printing. Use digital filing and imaging systems when feasible.
- Use scrap paper for drafts and re-use envelopes to circulate internal communications.
- Recycle your paper! If you don't have a bin, contact Facilities.
- Recycle cans and bottles (bring these out to your nearby recycle station (the blue stream)
- Post signage about waste reduction and recycling to help coworkers understand what can be recycled and why it's important (contact the Sustainability Manager or refer to the Humber Sustainability website for information on this).
- Bring your own reusable coffee mugs and water bottles, and encourage colleagues to do the same as much as possible (Initiative idea: have a friendly competition for a month where the department tracks people that use reusable mugs for a month, whomever uses one the most receives a gift card for a coffee!)
- Ensure any hazardous or electronic waste is properly disposed of by contacting:
 - Hazardous Waste: Humber Health & Safety Coordinator Nancy Bryant x5021
 - Electronic waste: Call ITS x8888 and Lindsay Walker x5829
 - Not sure what to do with material you want to recycle? Check the website or contact Lindsay Walker x 5829
- Encourage coworkers to collect food waste in your kitchens and share the responsibility for who will take the small bin to the closest Green Bin on campus. Contact Lindsay Walker if you're interested in this for your office.
- Ink/toner cartridges can be recycled. Please see the information on our website that tells you how to do this here: <http://www.humber.ca/sustainability/what-can-i-recycle>
- Refer to Humber's "Sustainable Event Planning Guide" when planning a meeting or events on campus (*coming soon!*)
- Use reusable containers for your personal food and beverages
- If you have unneeded, reusable supplies or furniture, try to donate them before throwing them away. Contact Facilities and Lindsay Walker x5829
- Recycle your Pens on campus! Find out how by going to the website: <http://www.humber.ca/sustainability/what-can-i-recycle>
- Try reducing the number of personal trash cans in shared work spaces. Instead, strategically place larger trash cans in a convenient location and pair these with recycling bins. This arrangement not only encourages recycling, it also reduces the workload for cleaning staff and the number of plastic garbage bags being sent to the landfill.

Humber's latest waste audit showed a diversion rate of 42%. That means that 58% of all material that arrives on campus ends up in the landfill. Reduce before you recycle! As a college we are working towards generating less waste.

Education and Engagement:

- Develop a Green Team e-newsletter, or work to incorporate a sustainability column into an existing departmental publication
- Send out weekly, biweekly or monthly green tips
- Develop materials to post around the office and in common spaces with tips and ways to get involved
- Organize small social gatherings to bring people together to discuss a sustainability topic
- Host a reading group (contact Lindsay Walker for reading suggestions)
- Participate in campus events. Check out the Humber sustainability website and contact Lindsay Walker x5829
- Establish 'Green Meeting' principles in your department/school

Transportation

- Help organize an office carpool with people from your department, even if just once per week or a few times a month
- Take transit or ride your bike to Humber when possible
- Make sure your car tires are filled sufficiently

Human Health and Wellbeing

- Participate in a wide variety of athletic and recreational activities on and off campus. Don't forget the athletic center is free to you for staff and faculty!
- Take a walk in the Arboretum for a break from work. Studies show a bit of fresh air and sunlight will make you more positive and productive! (source)
- Check out our Living Wall in the Guelph-Humber building at North Campus, and breathe in some fresh air!
- Join free meditation sessions in the Centre for Urban Ecology. Find out more here: <https://www.facebook.com/I.Meditate.Humber?fref=ts>
- Be sure you and your co-workers are working safely. Use the workplace safety resources provided by Humber here: <http://hrs.humber.ca/safety.html>
- Make sure that dietary preferences of participants are available at departmental events
- Take advantage of healthy food choices that are available on campus.
- Help foster the cultural destinations on campus, go check out the L-Space Gallery at the Lakeshore campus, or the gallery in the Guelph-Humber building at North Campus. Help orient new colleagues so that they are aware of these resources as well.
- Foster awareness of and support programs which serve under-represented groups on campus. Our Human Rights, Equity and Diversity department has a lot of resources in this regard. Our campus also hosts a wealth of educational and cultural events which we encourage you to participate in.
- Start a sustainability reading/discussion group in your department, or join an already existing group.
- Take part in periodic faculty and staff surveys administered by the university in order to measure employee satisfaction and improve the work environment.

Useful Websites and Frequently called numbers:

- Association for the Advancement of Sustainability in Higher Education: <http://www.aashe.org>
 - Humber College is a member of AASHE. Any member of the Humber community can sign up for an account and get access to resources on sustainability on campuses across North America. Members gain access to an extensive collection of policy databases, best practices, case studies, planning and assessment tools, surveys, reports, how-to guides, job descriptions, campus profiles, and many other invaluable resources. <http://www.aashe.org/user/register>
- Humber Campuses Map: <http://www.humber.ca/content/maps>
- Environmental Health & Safety: http://hrs.humber.ca/employee_resources/envirohealth.php
- Humber Sustainability: www.humber.ca/sustainability
- Humber's Sustainability Manager: Lindsay Walker x5829 lindsay.walker@humber.ca
- Purchasing Department: <http://www.humber.ca/purchasing/contact.htm>
- Facilities Department: <http://facilities.humber.ca>

Credits:

“Getting Started Guide Green Teams” Sustainable UF, University of Florida
<http://sustainable.ufl.edu/wp-content/docs/Getting-Started-Guide.pdf>

“Turning over a New Leaf – A Guide to Greening” The Green Team, University of Florida
http://sustainable.ufl.edu/wp-content/docs/Turning_Over_A_New_Leaf.pdf