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### **Step1: Create a 'Green Team'**

#### Desirable backgrounds of committee members

1. Show Appreciation

"ALWAYS recognize and show appreciation for your Green Team volunteers and members! We've connected with the School's Human Resources department to create certificates for green team membership to go in each participant's file and we encourage Green Team members to talk with their supervisor about their Green Team work so everyone is on the same page and recognizes their contribution and volunteer work."

2. Encourage Ownership

"Brainstorm about priorities and interests and create subcommittees to work on certain projects and issues that are the most doable and the most popular among Green Team members."

#### Individual roles in your committee

1. To promote understanding and realization about environment to everyone in the company.
2. To construct and implement according to the environmental management system plan.
3. To search and evaluate the intensity of environmental problems.
4. To define objectives, construct environmental plan and following up on the plan.
5. To monitor environmental management system according to the policy of ISO 14001.
6. To report the results of environmental management system implementation to executive board meetings.

#### Communication channels

1. Regular meeting

"Make sure to hold Green Team meetings on a regular basis (quarterly works best for our group). Hosting year-end and year-beginning celebrations is a good way to set "green goals" and a great time to check-in to make sure you're meeting them/reporting progress to date. Celebrate both fiscal year-end and beginnings as well as calendar year-end and beginnings. That way you can involve your greater community in the updates, not just your Green Team."

2. Social Network

"Create a newsletter, blog, Facebook page, etc. to get the word out about your events, resources and how people can get involved! The EcoOpportunity team sends out a monthly email newsletter, nicknamed the "EcoMosquito," that also hangs in bathroom stalls to spread the word about sustainability around campus."

#### Provisions to meet legislative requirements

Environmental legislation is the collection of laws and regulations pertaining to air quality, water quality, the wilderness, endangered wildlife and other environmental factors. The umbrella of environmental legislation covers many laws and regulations, yet they all work together toward a common goal, which is regulating the interaction between man and the natural world to reduce threats to the environment and increase public health.

### Provisions for fostering team understanding and including all employees in environmental processes

1. Get to know every member of the team

Developing a good relationship with every employee forms a strong bond throughout the entire team. Building individual relationships helps ensure mutual respect between you and every employee. Getting to know team members on an individual basis also cements your position as the group leader and the person to talk to in case of issues.

2. Play to individual strengths

Each member brings different skills to the group. The secret to an effective team is discovering how these individual skills work together in the best way possible. Think of team members' abilities as unique cogs in your team machine. When these cogs are positioned correctly, the machine runs smoothly. But when they grind together, the machine comes to a halt. As a manager, your goal is to build a well-oiled machine that does not break down. Do not be afraid to adjust individual roles as you go along.

3. Establish ground rules

Create a reporting infrastructure so that team members know their roles and to whom they should report a problem. If the team disagrees on an issue, decide which members get to make the final calls. Establishing ground rules for conflicts prevents arguments from getting out of hand.

### ***Step 2: Identify current consumption***

#### How much water, electricity and gas your organisation is currently consuming:

1. Water

The average person will need 5 liters of water to drink daily, to survive in a moderate climate with little activity. An average American uses 100 to 175 gallons of water per day. Globally, we consume around 4 trillion cubic meters of fresh water a year.

2. Electricity

The average annual electricity consumption for a U.S. residential utility customer was 10,812 kilowatthours (kWh), an average of 901 kWh per month. Louisiana had the highest annual electricity consumption at 15,435 kWh per residential customer, and Hawaii had the lowest at 6,166 kWh per residential customer.

3. Gas

About 143.37 billion gallons (or about 3.41 billion barrels<sup>1</sup>) of finished motor gasoline were consumed<sup>2</sup> in the United States, a daily average of about 391.73 million gallons (or about 9.33 million barrels per day)

#### How much waste is being generated:

Current global MSW generation levels are approximately 1.3 billion tonnes per year, and are expected to increase to approximately 2.2 billion tonnes per year by 2025. This represents a significant increase in per capita waste generation rates, from 1.2 to 1.42 kg per person per day in the next fifteen years.

### **Step 3: Compare to Best Practices**

The environmental planning assessments encompass areas such as land use, socio-economics, transportation, economic and housing characteristics, air pollution, noise pollution, the wetlands, habitat of the endangered species, flood zones susceptibility, coastal zones erosion, and visual studies among others, and is referred to as an Integrated environmental planning assessment.[2] It is the ability to analyze environmental issues that will facilitate critical decision making.

### **Step 4: Make Green Changes**

How water, gas, electricity and waste can be greatly reduced:

#### 1. Water

- (a) Consider the water footprint of your diet. Some foods require a lot more water to produce than others. According to WaterFootprint, it takes 140 liters (35 gallons) of water to make just one cup of coffee, 1,000 liters (270 gallons) to make one liter of milk, and 16,000 liters to make one pound of beef. Check out this online water footprint calculator to see how much water some common foods need in order to be produced. The same principles of decreasing the carbon footprint of your diet (eating local, eating organic, and eating less meat) are generally the same principles for decreasing the water footprint.
- (b) Don't leave the tap running needlessly. If you are washing your face and you need to get the tap warm, use that initial cooler water to brush your teeth, and then wash your face afterwards when the hot water starts coming out.

#### 2. Gas

##### (a) Control accelerations

By accelerating slowly and steadily to our cruising speed, we let the vehicle work more efficiently at becoming an object in motion from an object at rest. If we gun the gas and try to get to speed quickly, then we stand the greater chance of needing to slow down again, losing all of that momentum.

##### (b) Keep the vehicle maintained

It's important that a vehicle gets serviced at regular intervals. Dirty oil is not only bad for your vehicle, but it requires more energy to work an engine through sludge. Also, maintenance can save you from having large repair bills down the road. Not to mention that a non-serviced vehicle may leave you stranded on that road when it suddenly fails. Vehicle maintenance saves money, saves the environment, and could save you from being stuck in the middle of nowhere-ville.

#### 3. Electricity

- (a) Change your thermostat: Set your thermostat a few degrees lower in the winter and a few degrees higher in the summer. Encourage employees to bring personal fans and sweaters to ensure that they stay comfortable.

- (b) Switch to compact fluorescent bulbs: As your current light bulbs burn out, replace them with compact fluorescent bulbs. They are more efficient and last much longer than traditional bulbs.
- (c) Buy from a green energy company: Many utility companies generate their electricity using wind or other alternative energy sources. Consider purchasing your electricity from one of these companies.

#### 4. Waste

- (a) Make supplies last longer

The ink in your pens, highlighters and markers tends to dry up faster if they aren't being used regularly. So, try using your writing implements one-at-a-time to ensure they won't end up forgotten in the back of your desk. And try to keep your pen tips clean. Inks naturally coagulate at the tip of your pen, making them trickier to write with over time. To avoid plastic waste (and frustration), wipe the tip of your pen with a cloth after each use, and store pens with tips pointing upward to prevent clogging.

Also, keep all pens, markers and glue sticks in a cool, dry place – like inside a desk drawer or closet. Heat and exposure to direct sunlight can cause inks and glues to dry up and harden. Choose office supplies that can be recycled and reused.

- (b) "Precycle" your office supplies

"Precycling" refers to the simple act of reducing non-recyclable waste before it starts. The term typically applies to choosing products packaged in materials that are easily recyclable, but it can also apply to your office supplies.

Opt for supplies that are easy to reuse or recycle to stop waste in its tracks. When faced with a decision as to which supplies to use, try asking yourself: Can I recycle or reuse this? A simple change in mindset could mean lighter waste bins all year long.

#### **Step 5: Monitor and Improve**

Be sure to regularly monitor your progress against the goals and project plan, and communicate this progress within the organization. Be sure to communicate the accomplishments that have been made and describe what happens next. Build on small successes. Be sure to keep top management informed and engaged, especially if additional resources might be required.