To improve the quality of the Green Certification Program, please submit any questions, feedback, additions, or revisions to the key contact as follows:

Sinai, Northwest & Levindale – GreenLBH@ReductionInMotion.com
Carroll – mbeecy@lifebridgehealth.org or dmeltzer@lifebridgehealth.org
PRINT REDUCTION & OFFICE SUPPLIES

EFFICIENT PURCHASE OF PRINTERS

**Impact:** Eliminating personal printers can save energy and reduce paper and toner use. Shared printing also helps to create an environment to “think before you print.”

**Suggested Methods:**

1. LifeBridge Health is in the process of establishing a Print Policy to help facilitate the appropriate and acceptable use of LifeBridge Health’s print resources
2. Contact Dan Meltzer (dmeltzer@lifebridgehealth.org) if you identify any personal printers missed during our initial assessment
3. With your support we hope to cut down on printer, paper, toner, and electricity use for a more environmentally friendly workplace

PAPERLESS MEETINGS

**Impact:** Printed meeting agendas and slides are generally thrown out after the meeting. Providing an electronic agenda and slideshow allows meeting participants to review materials prior to and after the meetings while also reducing ink and paper waste associated with printing.

**Suggested Methods:**

1. Distribute files electronically (email, file share, SharePoint) prior to the meeting and inform staff that the materials will not be handed out in print
2. Do not print materials or presentations for meetings unless it is considered “business critical” – then recycle any/all confidential and non-confidential paper in the Shred-it console
3. Use conference room presentation technology, web conferencing, or document sharing repositories whenever possible

CREATE A SCRAP PAPER BIN

**Impact:** The reuse of scrap paper to take notes will help reduce paper wastage.

**Suggested Methods:**

1. Identify a convenient location by your shared printer or confidential paper console to hold any 1-sided scrap papers (please note ONLY non-confidential paper should be held for reuse)
2. Grab some scrap paper whenever needed for a few quick notes
3. Be sure to recycle the scrap paper in the shred bin whenever it’s served its purpose!
PURCHASE RECYCLED-CONTENT PAPER

**Impact:** Purchasing recycled-content paper not only increases the demand for more sustainable products. It also reduces the amount of natural resources consumed as a result of making new paper.

**Suggested Methods:**

1. Purchase recycled content paper through Staples by ordering the following products. Keep an eye out for paper products with the added recycle-symbol icon:
   a. 30% Recycled Content (Recommended)
   b. 100% Recycled Content

PURCHASE SUSTAINABLE PRODUCTS

**Impact:** Purchasing office supplies with recycled content not only increases the demand for more sustainable products. It also reduces the amount of natural resources consumed as a result of making new office supplies.

**Suggested Methods:**

1. Purchase additional recycled content products through Staples. Potential products include pens, post-it notes, file folders, envelopes. The options are seemingly endless!

WASTE REDUCTION & RECYCLING

TONER RECYCLING

**Impact:** Manufacturing new ink and toner cartridges is energy- and resource-intensive, and they can take anywhere from 500 to 1,000 years to decompose in a landfill. Reusing or recycling a used cartridge conserves natural resources and reduces pollution associated with making new cartridges.

**Suggested Methods:** – *Formal recycling program is in the works. Stay tuned!*

CORRECTLY USE YOUR RECYCLE BINS

**Impact:** Recycling clean materials can help reduce pollution caused by landfilling or burning waste. It also reduces the depletion of raw materials like trees, oil, and water that are needed to make new items. Help keep our recyclables clean!

**Suggested Methods:**

1. All paper, including confidential paper AND non-confidential paper should be placed into the Shred-it Console. All the paper will be shredded and recycled.
2. Assess where any existing blue or green recycling bins are located and if they are being utilized correctly
   a. Acceptable Items: Empty drink containers (bottles and cans) and flattened boxes
   b. Not Acceptable Items: Paper cups or plates, cutlery, snack wraps/bags, plastic wrap or shopping bags, items saturated with food or grease, or PPE (gloves/gowns)
3. Looking for additional recycling bins?
   a. Associates at Sinai, Northwest, and Levindale can contact our sustainability partner, Reduction In Motion (GreenLBH@ReductionInMotion.com) to determine if additional recycling bins are needed. Recycling bins will be charged at cost by EVS to the department (a cost center must be provided).
   b. Associates at Carroll can contact EVS Director.
EDUCATE YOUR COWORKERS ON SUSTAINABLE TOPICS

**Impact:** Providing all staff with a basic knowledge about a variety of sustainable topics can increase awareness about the organization’s goals, ways to help make a positive impact, and why they are important.

**Suggested Methods:**

1. Interject sustainability tips and reminders throughout your reoccurring meetings to help spread awareness and behavior change
2. Create a huddle board to highlight new and on-going programs within your department

CONDUCT A VISUAL AUDIT OF YOUR WASTE BINS

**Impact:** Complete a visual audit of your waste bins will help improve accuracy of getting materials into the correct waste streams. Knowing where to throw is extremely important when it comes to recycling.

**Suggested Methods:**

1. Take a look inside your central trash and recycle bins to identify what is being disposed in each. Determine if receptacles should be relocated and if supportive signage is needed.
2. Share information identified to help improve your waste separation compliance with your colleagues
3. Champions should review items collected and report at standard department meetings every other month or quarterly to keep colleagues engaged
4. Associates at Sinai, Northwest, and Levindale can contact our sustainability partner, Reduction In Motion (GreenLBH@ReductionInMotion.com) to schedule a visual waste audit of your recycle and trash bins

ENERGY CONSERVATION

BE ENERGY CONSCIOUS

**Impact:** We’re surrounded by critical equipment and electronics required for patient care. However, there are always a few areas you may be able to trim back on excess or unnecessary energy use.

**Suggested Methods:**

1. Manually turn off all lights possible when the last person leaves the room
2. Utilize the LifeBridge-approved surge protector:
   a. Do you have the appropriate surge protectors? Click here for the hospital-standard surge protector.
   b. Email IS_Asset_requests@lifebridgehealth.org to purchase the Tripp-Lite 6-outlet Industrial Surge Protector
3. Identify any unnecessary electronics or chargers that can be safely turned off or unplugged during off-hours, weekends, or holidays
   a. All computers are to remain on 24/7 for updates by the IT department – however, in private offices or administrative areas you can turn off your monitor to help save some energy!

**Resource:** Saving Energy Through Advanced Power Strips
TAKE THE STAIRS

**Impact:** Ever consider the amount of energy required to transport the elevator from floor to floor? Whenever possible, skip the elevator and take the stairs to help reduce energy use while also improving health and wellness.

**Suggested Methods:**

1. If physically capable, pledge to take the stairs versus elevators by starting off with the ‘1 up, 2 down’ mentality. Use the stairs for going up one set of stairs or down two sets of stairs.
2. Engage colleagues to pledge taking the stairs whenever possible to boost the number of steps taken each day!

OTHER SUSTAINABLE ACTIONS

USE REUSABLE MUGS, CUPS, & BOTTLES

**Impact:** Ever consider how many single-use cups or plastic bottles you use for coffee, water, juice or other beverages? Reusable containers limit the number of disposables being discarded at the landfill.

**Suggested Methods:**

1. Invest in reusable alternatives (i.e. travel mugs or reusable water bottles) to reduce waste generated from single-use cups and bottles.

**Resource:** Hydrate Like

PLANT-BASED FOOD

**Impact:** Going meatless once a week can help reduce our carbon footprint and save resources like fossil fuels and fresh water. The amount of water needed to raise livestock is much greater compared to growing vegetables and grains. Approximately 1,700 gallons of water are needed to produce a single pound of beef. Approximately 39 gallons of water are needed to produce a pound of vegetables.

**Suggested Methods:**

1. Choose to go meatless for one meal at least once a week by taking part in our Meatless Mondays or by stopping by the salad bar stations
2. Encourage colleagues to enjoy earth-friendly meals by offering some plant-based options at catered events

**Resource:** Meatless Monday

PLASTIC STRAWS

**Impact:** The US uses millions of straws every day! Due to their small size, plastic straws are not recyclable or biodegradable leading them to be a major pollutant in our waterways and negatively affecting our wildlife.

**Suggested Methods:**

1. Be part of the solution by skipping the single-use plastic straw!
2. Help spread the word and bring this same practice to your daily life by removing plastic straws from your shared workspace, on the go, and at home
   a. Learn more and make a personal pledge here via Our Last Straw
   b. If you’d still like to use a straw – find a reusable alternative (i.e. stainless steel, silicone, bamboo)

**Resource:** For a Strawless Ocean
VOLUNTEER FOR COMMUNITY OR ENVIRONMENTAL EVENTS

**Impact:** Sponsoring or participating in a sustainability event brings staff awareness to the commitment of a better environment inside and outside of the office. It’s also a great team building activity.

**Suggested Methods:**

1. Share upcoming events with your staff through email or meetings
2. Identify an organizer for sharing information and details
3. List names of events and staff attendees or share an e-mail/communication about the event for audit
4. Reference the ‘Events Calendar’ on the intranet for volunteer opportunities and events

REFER ANOTHER DEPARTMENT/UNIT

**Impact:** Encouraging other departments to participate in the Green Certification Program helps make LifeBridge a more sustainable organization.

**Suggested Methods:**

1. Connect with like-minded champions to engage a new department or shared work space.
2. Assist them with adopting a new “green” program to receive an award too! The more the merrier!

OTHER - INNOVATION

Is your department doing anything else notable that isn’t referenced in the guide? Please describe below any other innovative techniques, initiatives, or success stories related to sustainability in your shared workspace.

SINGLE-USE DEVICE REPROCESSING [CLINICAL UNITS ONLY]

**Impact:** Reprocessing provides a way to divert specific single-use medical devices (SUDs) from our waste streams and bring them back to meaningful use.

**Suggested Methods:**

1. Determine where your SUD reprocessing bin/hamper is located (alcove, soiled utility room, etc.)
2. Follow instructions on what’s acceptable on supportive signage or labels to collect only approved items in the bin/hamper
3. Questions? Missing bins? Overfilled bins? Contact the Help Line to be connected with the appropriate vendor.

YOU ARE NOW READY TO COMPLETE THE GREEN CERTIFICATION FORM [HERE]!