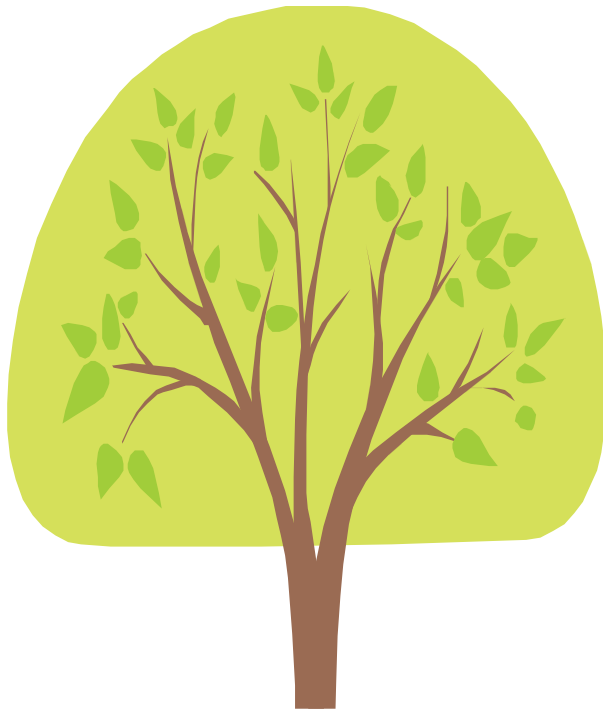


Employee Sustainability Best Practices

Office of Management and Finance
2014-15



Purpose

This guide is intended to help City employees make everyday decisions that reduce waste, conserve resources, and promote a healthy and safe work environment.

This guide was created by the OMF Green Team and is divided into action areas based on typical internal operations and office routines. We encourage managers and employees to be familiar with this material and include it in their new hire checklists.

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Feedback or Ideas?

This document will be updated each spring to reflect changing procedures or best practices. Feedback and additional ideas are welcome, and can be sent to the OMF Green Team through **Ethan Cirno**.

1. Recycling and Waste Reduction

Portland has established a city-wide objective of recovering 75 percent of all waste generated by 2015 (Climate Action Plan 2010).

Desk-Side Recycling/Waste

1. Desk-side trash cans are emptied by custodians once a week in all locations EXCEPT the downtown buildings. Tenants in the downtown buildings are required to dump their own trash into a centralized trash can. Facilities Services encourages only dry waste in your desk-side trash bin. Do not put food or beverage items in your trash can because it encourages pests and may result in unpleasant odors. Instead, take them to the central recycling/composting/waste collection area in the kitchen. Do not put recyclables in your trash can as custodians are not responsible for sorting out recyclables.
2. **Your desk-side recycling box is no longer just for paper!** All mixed recycling can be put in the desk-side recycling box, which includes the items below. You are responsible for emptying your desk-side recycling into a larger centralized recycling bin on your floor; for many groups this is a large blue roll cart in your kitchen or office area.

MIXED RECYCLING (Paper, plastic, metal, but no lids of any kind!) – Usually these are large blue roll carts

Paper

- Cardboard
- Printer/copier paper (staples, paper clips, and binding OK),
- File folders, junk mail (windows, adhesives, glossy paper OK)
- Magazines/catalogs, newspapers (inserts OK)
- Phone books
- Small cardboard boxes
- Sticky notes
- Spiral bound notebooks
- Aseptic and Gable-top containers (milk, soymilk, and creamer cartons)
- Shredded paper (bagged in sealed paper bags only—staples ok)
- Soft bound books
- Brochures/pamphlets
- Paper towel and bath tissue rolls
- Green Hanging file (including metal rod)
- Envelopes

NO: Frozen food boxes, coffee or soda cups, pizza boxes, hard bound books, waxed paper, label backing, or Tyvek® type envelopes

Plastic (all containers must be rinsed clean)

- Bottles (soda and water bottles included)
- Buckets
- Plant pots
- Tubs (such as yogurt and salsa containers)
- Jars (such as peanut butter)

NO: Bottle lids, plastic bags, plastic wrap, plastic clamshell (take-out) containers, CDs or CD cases, no Tyvek® type envelopes

Metal (all containers must be rinsed clean)

- Metal cans, aerosol containers (empty)
- Clean aluminum foil
- Small pieces of scrap metal (metal clips, furniture pieces, machine parts)
- Staples, paper clips (please put into large tin can and then into recycling bin)

NO: Candy wrappers, chip bags

GLASS BOTTLES AND JARS – usually these are small yellow bins

Glass Containers (all containers must be rinsed clean)

- Glass must be kept separate from mixed recycling
- All bottles and jars are accepted
- All colors of glass are accepted
- Please remove and throw away lids

NO: Dishware, drinking glasses, light bulbs

COMPOST – Food Only! Usually these are tall green bins

Several City locations compost food, but no longer compost fiber products. If your location does not currently compost but you are interested in doing so, contact Facilities Services or your property management organization to discuss the opportunity.

- **Food:** All food scraps can be composted in the commercial composting program – fruits, veggies, meat, seafood, bones, coffee grounds, tea bags, rice/bread, bakery items, chips, eggshells, cheese, and shellfish
- **Plants:** floral trimmings, tree trimmings, leaves, grass, brush, and weeds

NO: Liquids, fiber or paper products, grease, cooking oil, plastics, polystyrene (Styrofoam), glass, metal, or paper of any kind.

OTHER ITEMS FOR RECYCLING

- Large cardboard boxes: flatten and set next to BIG BLUE ROLL-CARTS
- To-go food clam shells and plastic bags: some locations recycle food clamshells and plastic bags. These should be individually placed into the appropriate lined bin. When full, the custodial staff will tie off the liner and place the trash bag in the mixed recycling. MUST BE RINSED CLEAN.
- GO Box: GO Box offers re-usable containers at food cart vendors and other participating restaurants. The Parks and Recreation Customer Services in the lobby of the Portland Building is a GO Box drop off site for City employees. There is also a drop off site at the 1900 Building. To read details about this program go to www.goboxpdx.com.

TONER CARTRIDGES

- Laser and ink toner cartridges (any brand) are recyclable through Office Depot's "My Business Recycles" Program. The program is managed by OMF-BIBS-Procurement Services. Contact Procurement Services' [Sustainable Procurement Coordinator](#) to set-up your location for the program. Through the program, bureaus can receive:
 - Free toner/ink recycling collection boxes with pre-paid UPS shipping labels.
 - Free tracking reports detailing how many cartridges are recycled.
- TonerInx (503-669-3439) recycles the cylindrical Canon or Ricoh cartridges that Printing & Distribution supplies to our large copier/scanners.

ELECTRONIC WASTE ("E-WASTE")

- **Micro-Electronics:** The City now recycles micro-electronics. Place microelectronics in box for Printing & Distribution to pick up with interoffice mail. Contact your bureau Green Team to find out where the micro-electronics box is kept.
 - **YES:** computer peripherals (keyboards, mice, speakers), cables and wires, external devices (USB, adapters, drives), AV equipment, clocks and radios, transformers, small scanners, and cell phone accessories.
 - **NO:** Batteries, toner and ink bottles or cartridges, smoke detectors, appliances, phones, pagers cell phones (contact your bureau phone coordinator).
- **Media Equipment:** Send by inter-office mail to: BTS Media Disposal 299/3400. Recyclable items include PDAs, thumb/flash drives, media (floppy disks, CDs, DVDs, magnetic tape)
- **Large Electronics:** Contact the BTS Helpdesk (3-5199) to request that they pick up personal computers, monitors, laptops, large scanners, VHS or DVD/TV combos, fax machines, and printers.

BATTERIES

Many bureaus have containers for used batteries.

Give cell phone batteries to BTS. Contact your phone coordinator.

MERCURY-CONTAINING BULBS/LAMPS & OTHER UNIQUE ITEMS

Call Facilities Services Dispatch (3-5252) and ask where you can place these items for recycling.

For all other items that you have questions about how/where to recycle, call the Metro recycling hotline at 503-234-3000.

Post Unwanted Items to the City's Surplus Website

Please note that City surplus items cannot be used by City employees or their relatives, partners, etc., for personal (home/home business) use per City Code 5.36.001.

1. **Surplus Office:** Place supplies in a designated area for reuse (paying attention to current organization and designated areas). If the surplus is something your office will likely not use again, see if other City offices can use it by emailing the [City Surplus Exchange citysurplus@portlandoregon.gov](mailto:citysurplus@portlandoregon.gov). More information on other surplus disposition options is available on the [Procurement Services surplus property webpage](#).
2. **Furniture and large office items** (e.g., filing cabinets): See if other City offices can use them by emailing a notice to the City Surplus Exchange at citysurplus@portlandoregon.gov. . If items are not taken, inventory all items, including condition. Contact Facilities Services Dispatch (3-5252). They will work with you to reuse/donate/recycle each item as appropriate.

2. Paper Use

Faxing

- Send a fax via email rather than printing and using the fax machine. See this set of [instructions for faxing using email](#).
- Use sticky notes for address info, rather than a cover sheet.
- Program fax machines to not print confirmation sheets unless requested.

Printing

- Set up all printers to default double-sided. Go to the Windows icon in lower left corner/Devices and Printers, and right click on your default printer. On the drop down menu, select “Printing preferences.” Under the “One Click Presets” tab, verify that “2 sided” has been selected.
- Print multiple document pages per printed page when reviewing or taking notes to a meeting.
- Print one copy to test before printing multiple copies.
- Check to see if your work area has a designated draft printer for printing draft copies on reused paper.
- Please only use color printers when ABSOLUTELY necessary. The toner for these printers is very expensive. Please print color documents on a black and white printer, preferably a copy machine because it is cheapest, unless there is a real need for the document to be in color.
- If you need multiple copies of a document (especially a large document) print a single copy, then make additional copies using a copy machine. The copy machines are much faster and more cost effective than printing multiple copies of the same document on a printer.
- Use Printing & Distribution for large quantity print jobs (50 pages or more). Specialty printing such as brochures, business cards and banners are also requested through P&D.

Minimize Paper Use

- Ask yourself whether you really need a paper copy.
- Whenever feasible, print double-sided.
- Scroll through the “Print” screen before printing to verify that there is no wasteful formatting or one-line pages.
- Become familiar with Excel functions to print only what you want (avoid dangling columns, etc.). Reduce document margins and font sizes to the extent applicable.
- Proofread and use spell check before you print to avoid printing excess drafts.
- Use track changes when editing rather than making edits on a hard copy.
- Print multiple pages per sheet, as your eyesight allows.
- Print one copy as a test before printing multiple copies of a document.
- Use electronic document sharing/editing options in lieu of print-outs. File documents electronically, as applicable.
- For meetings, post agendas on room boards and post handouts/presentations on websites for participants to download afterward.
- Consider adding a line to your email signature encouraging people not to print out your emails. Similarly, inform meeting participants whether agendas will be posted or brought by meeting organizer so printing out individual copies is unnecessary.

3. Office Supplies

Using Existing/Surplus Supplies

1. Before ordering new office supplies, remember to check the current inventory of supplies.
2. For higher-spend, non-routine, and durable items like desk accessories, 3-ring binders, or document frames, you may also send an email to the [City Surplus Exchange](mailto:citysurplus@portlandoregon.gov) email group at citysurplus@portlandoregon.gov. This group may have a surplus of the item you are looking for. Give those surplus items a second chance at life!

Ordering

1. All items ordered should meet the following sustainability criteria in order to reduce waste and ensure compliance with the City's [Sustainable Procurement Policy](#).
2. Office supplies should be ordered using the City's [Office Supplies price agreement](#), currently with Office Depot.
3. Employees are encouraged to use the Office Depot Green Book (hardcopy) or the Office Depot Greener Office (online catalog feature) when ordering supplies to more easily find products that comply with the City's sustainability initiatives.

Contact [Stacey Foreman](#) in Procurement Services for assistance with Greener Office suggestions and supplies, or take a look at Procurement's [Buying Green](#) web page.

Central Ordering of Supplies:

Centralized ordering and inventory management can help reduce waste by avoiding excessive ordering and standardizing the use of refillable or reusable materials.

Sustainability Criteria for Office Supplies

- Refillable or reusable (e.g., pens, dry-erase markers, rewriteable CDs, USB drives, envelopes)
- Recycled content (the higher the percentage of post-consumer waste (PCW), the better)
MANDATORY: 100 percent PCW for cut-sheet white copy/printer paper; 30 percent PCW minimum for most other paper products (file folders, envelopes, etc.)
- Recyclable 3-ring binders (no plastic-covered binders)
- Non-toxic (e.g., the "AP non-toxic" label for highlighters, markers, white-out, etc.)
- Low-odor (e.g., low-odor dry-erase board markers)
- No PVC (a.k.a. vinyl) products
- Unbleached or otherwise processed chlorine free (PCF) (e.g., paper products)
- Energy efficient, ENERGY STAR products (e.g., CFL light bulbs, desk accessories)
- Remanufactured (e.g., toner cartridges)
- Readily recyclable (e.g., paper products versus plastic)
- Third-party certified (e.g., Green Seal, EcoLogo®, etc.)
- Minimized and recyclable packaging (e.g., bulk orders, cardboard/paper packaging)

Waste Reduction

1. In addition to reusing existing surplus, each employee is responsible for using refillable/reusable items to the maximum extent possible before disposal/recycling.
2. Employees should use office recycling options once office supplies can no longer be practically used (see [Recycling](#) and Waste Reduction section of this guide).
3. Per your office's surplus procedures, you may send an email to the [City Surplus Exchange](#) email group to notify other participating bureaus that you have surplus office supplies. This gives usable surplus a second chance and saves the city money. Other usable surplus should be managed according to your office's surplus procedures and [City Code 5.36](#).

Cleaning Products

Desktop, bathroom, and kitchen cleaning products are provided by your bureau. It is prohibited to bring cleaners or air freshener products from home, as there are indoor air quality issues, employee chemical sensitivity considerations, and state and federal laws that require building management to maintain Material Safety Data Sheets (MSDS) for all chemicals in the building.

All aerosol products are discouraged, including pressurized air cleaners and canned air. Many city groups have small vacuums or other green alternatives for cleaning your computer and work space.

Disinfectants and sanitizers should not be used as general purpose cleaners, but used sparingly to target specific contaminants of concern (e.g., hepatitis, norovirus, athlete's foot, etc.) on applicable surfaces. Aerosol disinfectants should be avoided in favor of products that doesn't use propellant. Keep in mind: many disinfectants require that you let them remain on a surface for a prescribed length of time, called a "dwell-time." Some also require rinsing the surface after application. Based on recent research on effective yet less-toxic disinfectants, the City's Sustainable Procurement program recommends the use of hydrogen peroxide-based disinfectants with no added fragrance. To this end, Oxivir Tb™ disinfectant sprays and wipes are available off of either the City's [janitorial supplies or office supplies](#) price agreements.

Promotional Items (for outreach events, trade fairs, etc.)

Use the [City price agreements for Promotional Items](#). When selecting which items to order, think about the goal of your promotional effort and the practicality, effectiveness, and waste impact of the items you're considering buying. Ask yourself the following questions as a guide:

1. Is this a practical item that will continue to be visible and used over a long period of time?
2. Does the use of the item conflict with any existing City programs or policies?
 - Example: seed products that contain seeds on the City's invasive species plant list.
 - Example: products made of PVC or Styrofoam™ (polystyrene foam).
3. Can the item be repeatedly refilled or replenished, rather than requiring disposal?
4. Is the item recyclable?
 - Is it readily recyclable in typical office/home collection systems without unreasonable/difficult disassembly or having to make special collection arrangements?
5. Is the item made from recycled materials? What is the post-consumer recycled content?

- The higher the post-consumer content, the more environmentally preferable.
6. Is the item made locally? If not, how far does the item travel to reach Portland?
 7. Does the item help the customer to meaningfully re-connect with the City of Portland?
 - Example: An invitation for a subsequent event or one-on-one meeting with a staff member.
 - Example: Reminder about where to find more topic-specific information.
 8. Minimize packaging up front with the vendor prior to delivery of your promotional items.

4. Office Equipment and Lighting

Turn Off Equipment at the End of the Day

1. Turn off **ALL** office and personal equipment at the end of each day (except fax machines and phones). Including speakers, scanners, fans, electronic photo frames, and your computer.
2. **THIS INCLUDES THE POWER BUTTON ON COMPUTER MONITORS** – If you see a glowing light of any sort, then the device is still on and is drawing power. You may need to unplug some devices, such as label makers that do not have an on/off switch.
3. A couple exceptions to this are: 1) when BTS specifically requests that computers be left on for updates, and 2) when you need remote login to your desktop. If you just need to check email, use office365.portlandoregon.gov .
4. If you are the last person to leave your workgroup area, please turn off shared items such as printers and scanners. Please check with your supervisor before doing this.

Save Energy by Turning Off Your Monitor During Meetings

SCREEN SAVERS DO NOT SAVE ENERGY. Either program your monitor to turn off after a set time of inactivity, or just turn off your monitor before leaving for a meeting.

Use Energy-Saving “Eco” Surge Protectors/Power Strips

1. “Eco” Surge Protectors prevent “phantom” power use that can occur with normal outlets, even when devices are turned off.
2. “Eco” Surge Protectors should be configured as follows:
 - If your “Eco” Surge Protector comes with a wattage switch, make sure to set it to the wattage level applicable to your “control” device.
 - Your computer should be plugged into the “master” or “control” outlet.
 - Any device that is only used when you are at your desk or when your computer is on should be plugged into the switched “power save” (green) outlets (e.g., label writers, monitors, scanners, lamps, fans). Anything plugged into these outlets will automatically switch off when your computer is turned off.
 - Devices that need to stay on, even when you are not at your desk (e.g., phones), should be plugged into the “non-switched “always on” outlets.
 - If you leave your computer on for remote-access reasons, you can also use the “Eco” Surge Protector by using your monitor as your “control” device.

REMEMBER: You will need to manually turn off/shut down your computer (or other control device) at night for the “Eco” Surge Protector to work as intended.

Turn Off Lights

1. If you are the last person to leave your work area, turn off any applicable lights that are not necessary for any remaining staff (including desk lamps).
2. If you are the last person to leave the office, please turn off any remaining lighting (ceiling lights).



5. Transportation and Travel

Commuting to Work

Transportation accounts for a significant amount of carbon emissions. You can help reduce emissions by increasing your use of low-emission forms of transportation: walking, bicycling, taking transit – all of which are good for your health and save money. To encourage alternative forms of transportation, the City offers various incentives through the Trip Reduction Incentive Program (TRIP) program.

The TRIP program is administered through the Portland Bureau of Transportation, Transportation Options Division, however, the Bureau of Human Resources Payroll Division, is responsible for processing the forms and helping ensure your subsidies are on your paycheck.

Bike and Walk Commuters

One component of the TRIP program is the Bike and Walk Bucks, which includes:

- Monthly subsidy for employees who walk to work.
- Monthly subsidy for bike commuters.
- Emergency rides home: a free taxi ride in cases of emergency (more information below).

Participants in the program pledge to get to work 80 percent of the time by walking or biking. If you use transit in combination with bike commuting or walking you are still eligible for this benefit, however you cannot also get a transit pass subsidy. Fill out a [Bike and Walk Bucks employee commute certificate](#) and send it to BHR (B106/R404). They will add the subsidy to your taxable income on a quarterly basis. Deadlines for submitting the form are the last days of March, June, September, and December.

In addition to the TRIP incentives, the City offers other amenities for cyclists, including:

- Covered parking in numerous downtown locations, including the Portland Building, City Hall, and the 1900 Building.
- Locker rooms in the Portland Building (basement and 3rd floor) and the 1900 Building (basement).
- [Online tools](#) for planning cycling routes as well as other cycling resources at the Portland Bureau of Transportation.
- Encouraging City employees to participate in the Bike Commute Challenge every September, a competition organized by the Bicycle Transportation Alliance.

For more information visit the [TRIP program](#) website, or contact your bureau's transportation coordinator or [Rich Cassidy](#) in Transportation.

To gain access to bike parking and locker rooms, you may need to contact the badge access coordinator in your bureau.

Tri-Met or C-TRAN Commuters

Another component of the TRIP incentive program is a subsidy for monthly and yearly Tri-Met, C-TRAN, or Columbia County Rider passes, which include:

- A monthly payroll deduction from pre-tax income covers the employee share of a Tri-Met, C-TRAN, or Columbia County Rider pass
- A two-time payroll deduction from pre-tax income covers the employee share for an annual pass
- Fill out the appropriate forms to enroll: [Tri-Met Monthly Pass Form](#) and [C-Tran Monthly Pass form](#)
- Emergency rides home: a free taxi ride in cases of emergency (more information below)

Note: A sign-up or cancellation of a monthly pass takes *six to eight weeks* to process. The deductions occur three months before you will receive a monthly pass. Please use the [change form](#) which includes deadlines for when sign-up and cancellation will take effect.

For more information on mass transit and to plan your trip in and around Portland visit www.trimet.org For more information, visit the [TRIP program](#) web page or contact your bureau's transportation coordinator or [Rich Cassidy](#) in Transportation.

Carpool

If you would like to save money on your downtown commute but biking, walking, or transit isn't a good fit, consider carpooling. It's a great way to save gas, parking expense, and wear and tear on your car.

The TRIP program allows City employees to use a carpool subsidy towards a monthly parking fee at specific parking facilities. Monthly fees and availability will vary. Contact your bureau transportation coordinator for more information.

Want to carpool but don't have a carpool partner? Try the region's free carpool matching website, [Drive Less Connect](#).

Carpoolers are also eligible for emergency rides home (more information below).

Emergency Ride Home

If you participate in any of the alternative forms of transportation to work including the bus, train, carpool, biking, or walking, you are eligible for a free taxi ride home in the event of a family emergency or personal illness during the work day.

Please contact your bureau's transportation coordinator for a voucher to be used with eligible taxi companies.

Travel at Work

Work-related travel is a part of many employees' daily responsibilities. It is also another opportunity to make both green and economical choices. Outlined below are the various options available to City employees who need to use a car during the work day.

CityFleet Motor Pool

Compared to Zipcar, the CityFleet Motor Pool is the most economical option (see below for rate info). Motor Pool vehicles are also more convenient because of their online reservation system, direct billing, and access to customer service. Using a Motor Pool vehicle will also save on fuel cost, as the City's fueling stations are less expensive than fueling at a local gas station. Fuel is included in the rental rates as long as the vehicle is fueled at a City-owned fuel station. Motor Pool vehicles are also identified by public registration plates and may park free on City of Portland streets within the maximum meter hours posted, saving money on parking. However, if the vehicle is parked longer, the vehicle can be ticketed and the driver is personally responsible for paying any fines.

	CityFleet Motor Pool	Zipcar
Hourly Rate	\$6.50	\$9.25 (or higher)
Daily Rate (~12 hours)	\$32.00	\$58.00
Daily Rate (24 hours)	\$32.00	\$68.00
Late Return Fee	None	\$50.00 per hour late, plus standard hourly rate.
Reservation Cancellation Fee	None	Full price of reservation if not cancelled at least 3 hours in advance of the reservation
"No Show" Fee	\$10	Full price of the reservation
Mileage Limit	Unlimited	180 miles; \$.45/mile for more

Motor Pool has various vehicle options, including:

- Bicycles and helmets
- Ultra electric motor bicycle
- Micro smart cars
- Nissan electric sedans
- Hybrid sedans
- Minivans
- Pickups

For further convenience and increased sustainability, you can request a rideshare with someone who is going to the same location as you. Find out more from the [Motor Pool instructions](#).

In order to use a Motor Pool vehicle, City employees must meet the following requirements:

- Have bureau approval
- Be 18 years or older and possess a valid driver's license
- Have an acceptable driving record – evaluated by your own bureau through Risk Management
- Complete the City's defensive driving courses; registration is available through [CityLearner](#)
- Complete a CityFleet [application](#)

For more information please visit the CityFleet [Motor Pool website](#) or call CityFleet at 503-823-2277.

Car Rental

For specialized rental needs beyond the Motor Pool, contact CityFleet at 503-823-2277. CityFleet can arrange for the best available high-efficiency or alternative fuel vehicle options.

If several employees are attending the same event, consider carpooling rather than individual vehicles.

Idle Reduction Policy

The City's Idle Reduction Policy, adopted in 2009, strives to reduce vehicle emissions, environmental and health impacts, fuel costs, and dependence on foreign oil. In addition, the policy supports the City's climate change goals by reducing greenhouse gas emissions from our fleet.

When driving a City vehicle:

- Limit idling to five minutes during warm-up and when the vehicle is restarting after a prolonged period.
- Do not idle diesel vehicles more than five minutes or gasoline vehicles more than one minute when vehicle stops for a foreseeable interval.
- Idle diesel vehicles for less than five minutes to cool them down before shutting them off.
- Do not idle a gasoline vehicle for more than three minutes when making frequent and multiple stops.

Long Distance Travel and Lodging

Long distance travel and lodging is another opportunity to flex your sustainability muscles. By looking at the various options, asking a few more questions, and being willing to walk a little farther or take public transportation in a new city you can make greener choices.

Minimize Air Travel

Before you decide to travel for work, consider the following alternatives:

- Rail: For example, Amtrak is a great way to travel to Seattle. It's scenic, efficient, and you can nap or work while you ride.
- Drive: It still produces less carbon than flying. You may be able to carpool to your meeting or event. Ask if other coworkers are attending the same meeting or ask organizers if they provide carpooling resources. If renting a vehicle, request alternative fuel options or for a high efficiency vehicle.
- Technology: The City offers video conferencing equipment for using Web Ex. Explore whether you can accomplish the goals of your intended travel with a virtual meeting.

Hotels

The hotel industry is offering more and more green initiatives. Consider hotels with the following:

- Independent third-party certification such as Green Seal
- Participation in the California Green Lodging Program (or similar state initiative)
- Energy and water conservation programs
- Recycling and reuse programs
- Toxics reduction

When booking a hotel, consider the location in regard to where the meetings/conference will be held. Try to pick a hotel that allows you to walk or take public transportation. As always, consider using public transportation or hotel shuttles at your destination, rather than renting a vehicle (depending on your needs). Airports and hotels often offer excellent transportation options, many of which are complimentary.

6. Organizing Meetings and Events

Choosing a Location

1. Plan meetings at locations that have recycling programs in place. They might be able to provide reusable kitchenware and pitchers rather than bottled water.
2. If your meeting requires a hotel stay, research hotels that are within walking distance of the meeting, provide telecommunicating abilities, recycle, and encourage the reduction of water use.
- 3.
4. Consider using cloud meeting technology instead of physically meeting
5. Learn more at the EPA's [Green Meetings site](#).

Waste Reduction

Utilize reusable dishes, utensils, linens, and service ware whenever possible. Ask caterers to provide such items and encourage participants to bring their own.

If reusable items are not available or impractical, seek products made from recycled materials.

Providing Refreshments

1. Particularly if using city money, seek caterers or other food providers that use locally grown, organic, or fair trade ingredients/food items (e.g., fair trade coffee).
2. Seek locally-owned and/or MWESB businesses.
3. When planning meals, consider people with diet preferences or restrictions, such as vegetarians. Consider asking ahead of time if any attendees have diet restrictions.
4. Do not purchase bottled water with city funding unless absolutely necessary. Use reusable pitchers or water coolers, which can be borrowed from the Water Bureau, if your work group doesn't have their own.
5. Focus food choices on seasonal items.
6. Ask if your caterer donates leftover food using [Fork It Over!](#) or a similar program. If so, ask how the caterer collects such items for donation.

Recycling Receptacles

1. Ensure the event location has recycling containers available, accessible, and visible to participants. Check to see if event location actually does recycle items.
2. Ensure collection areas for other specialty items such as food compost, reusing name-badges, etc. When holding events in a City building that composts, be sure to request a compost bin from Facilities for the reserved room.

Meeting Communications

1. Provide electronic copies of documentation ahead of time instead of hard copies at the meeting. Use PowerPoint, or other presentation software instead of handouts.
2. If hard copies are necessary, always use at least 30 percent recycled-content paper and print front and back.
3. Use a white board and a meeting note taker to express and capture ideas, rather than a flip chart. Email out notes at the end of the meeting.
4. Use reusable signs to direct people to the meeting location.
5. If you need name/table tents, use reusable dry-erase ones. Ask Facilities Services about them when you are filling out your facilities request form; they have 50 that they are willing to loan out when the need arises.

Reduce Transportation

1. Encourage participants to use alternative modes of transportation such as public transportation or carpooling. Include public transportation options information with registration information.
2. Provide conference call options for long-distance participants.
3. Ask your manager if you can purchase carbon offsets for trips that require airplane travel.

Energy

1. Only use room lights that are needed, and leave the others off.
2. Turn off the lights at the end of meetings, regardless of location (conference rooms, lunch rooms, etc.).
3. Ask the facility about energy saving measures they use in their conference rooms, meeting spaces, and lunch rooms.

Prohibited Items:

City Code prohibits use of **foam** plates, cups, or other service ware. (PCC 17.102.250)

7. Healthy and Safe Workspaces

Maintaining/Improving Indoor Air Quality

Be considerate of staff members with asthma or chemical sensitivities by following these guidelines.

1. Periodically dust/wipe down workspaces (in order not to disturb personal items, custodians do not dust workspaces).
2. Use only [approved cleaning products](#) (refer to the Office Supplies section). Check to make sure these products are non-toxic, and come in recyclable containers (definitely no aerosol cans). Please store these materials away from your office desk.
3. Do not leave dirty dishes or food out at your desk for extended periods of time, including in desk-side trash cans. Empty your own trash can. Put fruits and vegetables in the fridge – don't leave them at your desk.
4. Do not use personal scented products in the workplace, such as perfume, after shave, or cologne. Avoid body powder, hair spray, deodorant, and other products with strong scents. Candles, air fresheners, room deodorizers, and cleaning compounds with fragrances should not be used. (City Ordinance 184432, HR Rule 4.03)
5. Be aware that some flowers or plants may also trigger allergic reactions in some people. Maintain plants to keep them from fostering pests, molds, etc. Before bringing plants into work, check with your supervisor: some locations discourage plants. (e.g., the data center)
6. Do not use aerosol products in the office, including [compressed-air products](#). Find a hand air canister, use a vacuum, or ask if there is a vacuum available.

Safety

1. Keep aisles clear – no hand trucks, boxes, ladders, storage bins, etc. should be in aisles. Maintain a minimum walkway of 36 inches, per ADA accessibility rules. This helps maintain a work environment that is welcoming for people with mobility issues or other disabilities.
2. Do not keep flammables near electrical outlets or other electrical/heat sources.
3. Bundle excess cords together using Velcro® (or similar) ties and run them along walls to avoid tripping hazards. (Ties are available from your office supplies coordinator.)
4. Use step stools to reach objects placed above your head.
5. Keep paper cutter locked when not in use.
6. Keep boxes, and supplies 18" below the sprinkler heads.
7. Talk to your facilities coordinator about maintenance tasks like change clocks as these tasks may require standing on chairs or desks.
8. The following items are generally prohibited in cubicles:
 - Coffee pots and cup warmers
 - Space heaters, under-desk heaters
 - Halogen lights, high output lamps & other specialty lighting
 - Toasters, toaster ovens or microwaves or refrigerators
 - Aquariums
 - Daisy-chained extension cords

For more information about safety at the City, visit your bureau's Safety Committee website.

Hazardous Waste

Hazardous waste is common in all workplaces, some more than others. Talk with your supervisor to make sure you are familiar with how to identify and safely dispose of hazardous waste. Examples of hazardous wastes that are common in an office setting include mercury-containing light bulbs (e.g., fluorescent lamps, CFLs), batteries, and some types of cleaning chemicals.

Refer to the Recycling and Waste Reduction section for specific information on recycling lamps and batteries at the workplace. More information on managing hazardous waste can be found at [Metro's website](#).

Appendix A: Links to City Sustainability Policies

1	Sustainable City Principles	BPS	www.portlandonline.com/auditor/index.cfm?&a=24446&c=29141
2	Climate Action Plan — 2009	BPS	www.portlandonline.com/bps/index.cfm?c=49989&a=268612
3	Green Building Policy	BPS	www.portlandonline.com/bps/index.cfm?c=50447&a=243213
4	Sustainable Procurement Policy	OMF Procurement	www.portlandonline.com/shared/cfm/image.cfm?id=204110
5	Sustainable Paper Use Policy	OMF P&D	www.portlandonline.com/shared/cfm/image.cfm?id=24521
6	Toxic Reduction Strategy	OMF Procurement	www.portlandonline.com/shared/cfm/image.cfm?id=24521
7	Electronic Equipment Disposal	OMF BTS	www.portlandonline.com/auditor/index.cfm?&c=26914&a=5915
8	Portland Recycles! Plan	BPS	www.portlandonline.com/bps/index.cfm?c=46646&a=230043
9	Environmental Sustainability Goals	BPS	www.portlandonline.com/bps/index.cfm?c=44621&a=263145
10	Idle Reduction Policy	OMF Fleet	www.portlandonline.com/bps/index.cfm?c=44621&a=263147
11	Integrated Pest Management	PP&R	www.portlandonline.com/parks/index.cfm?c=38296&a=116237
12	Resolution 36593 — Stormwater Management Using Onsite Surface Vegetated Facilities		www.portlandonline.com/auditor/index.cfm?c=34460&a=192303
13	Council Ordinance 180313 — Biodiesel and ethanol renewable fuels		http://efiles.portlandoregon.gov/webdrawer/rec/2777903/view/