

Pomona College GREEN OFFICE PROGRAM

Thanks for your interest in the Green Office Program!

The Green Office Program is designed to help you implement sustainable practices in your workplace. By making a few simple changes, you can reduce your office's environmental footprint, help Pomona save money, meet the administration's sustainability goals, and respond to the overwhelming interest of students, faculty, staff, trustees, and the surrounding community in sustainability.

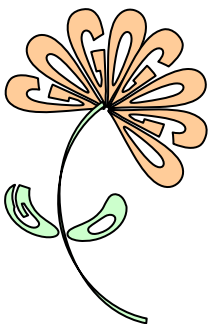
What does getting certified involve?

- You've already taken the first step by getting in touch with the Sustainability Integration Office!
- Your student liaison from the SIO will conduct an audit of your office and provide you with a Green Pack which includes recycling bin stickers, light switch stickers, mirror films, trash signs, a sustainability tour guide and a purchasing guide to get you started.
- You'll fill out a calculator (in an Excel spreadsheet) with information about your office's resources and current sustainability efforts in seven areas: energy, waste, printing, kitchen, transportation, purchasing, and innovation. Explanations of all prerequisites and credits are listed on the calculator, and your liaison is available for any assistance you may need.
- When you're finished, you'll email the completed calculator to the SIO. The SIO will issue your certification within two weeks!
- The SIO will provide you with images and text for your website, lounge, main office, and bulletin boards so you can advertise your successes.



What's in it for you?

After completing actions suggested by the program, your office will receive one of four certification levels. As a certified office, you'll get to proudly display your certification and be recognized in campus publications as a leader in campus sustainability.



Who's already certified?

Participants in the GOP pilot were:

- ASPC – Level 2
- Computer Science – Level 4
- Geology – Level 4
- KSPC – Level 4
- Mathematics – Level 3
- Writing Center – Level 4

What did they think?

Read the success stories of some of the GOP pilot participants!

see next page →

Questions?

Please feel free to contact the Sustainability Integration Office at sustainability@pomona.edu.

Read about the successes of GOP pilot participants! They did it, and you can too!

MATHEMATICS: REUSABLE DININGWARE AND COMPOSTING

Mathematics department assistant **Kathy Sheldon** is a self-described “do-it-yourself” environmentalist. The amount of effort and enthusiasm Sheldon has invested in greening the now-Level-3 department, implementing **reusable diningware** and a kitchen **compost bucket**, certainly bears this out.

Just across the hall from Sheldon’s office is the math department’s well-appointed kitchen. Coffee mugs, glasses, bowls, and plates are stacked in the cupboards; utensils are stashed in the drawers; a dish drying rack sits by the sink. Sheldon purchased these supplies mostly from local thrift stores.

Now, everything the math department needs for events large and small is right at their fingertips – they simply “open the cupboard and pull it out,” eliminating the hassle of planning catered events, Sheldon explains. For the math department’s larger events, like the 12 colloquia hosted during Fall 2009, doing the dishes is easy: “You just throw [everything] in the dishwasher.” For day-to-day use, Sheldon relies on the



students and staff to clean up after themselves; when the dishes don’t quite get done, she will do them herself. But Sheldon says people not cleaning up after themselves is “not a big problem” – students and staff alike seem willing to shoulder this small additional personal responsibility. Sheldon empties the kitchen’s compost bucket herself, making use of the compost bin recently installed nearby (on College Way, opposite Lincoln-Edmunds).



Sheldon is pleased with the success of their reusable dining ware and compost bucket. For eight weeks over the summer, the math department hosted 21 summer research students, and fed them all breakfast out of the kitchen as a way of cutting expense – and cutting waste along the way.

For more information contact Sheldon at kathy.sheldon@pomona.edu

WRITING CENTER: SHIFTING TO SUSTAINABLE PRINTING

Where better than the Writing Center to have environmentally-friendly printers? **Pam Bromley, Assistant Director of College Writing**, is enthusiastic about turning the WC’s printing station green.

The Writing Center already purchases Forest Stewardship Council-certified 30% post-consumer-waste (pcw) recycled printer paper; Bromley anticipates that the switch to **100% pcw recycled paper** will be “very easy.” The WC’s ink is also about to get greener: the Center’s administrative assistant, Blenda Long, is looking to purchase **refillable or remanufactured ink cartridges**.

While changing default settings on computers and printers during the pilot, Bromley, who always prints double-sided in her own office, was surprised to discover that the printers in the Center do not allow double-sided printing. Instead of letting the matter drop, Bromley has decided to **dedicate one of the printers in the Center to printing solely on scrap paper** that has already been printed on

one side. This scrap paper will be collected in a bin near the printer, and used to print rough drafts of papers. Bromley also plans to use scrap paper collected by Duplicating Services (anyone who brings scrap paper printed on a single side to Duplicating receives a discount on print jobs).

The Center’s student Writing Fellows are themselves “super excited” about the upcoming green alterations to their work space. Of the changes already made in the Writing Center, now certified Level 4, Bromley notices that they help people be more conscious of their environment. She adds excitedly, “[The pilot] was fun! It’s really nice to feel we’re making a good, solid contribution.”

For more information contact Bromley at pamela.bromley@pomona.edu



KSPC: RECHARGEABLE BATTERIES

We interrupt this broadcast to announce that **KSPC director Erica Tyron** “highly encourage[s]” other offices to participate in the Green Office Program! Tyron, who oversaw KSPC’s switch to **rechargeable batteries** and **remanufactured ink and toner cartridges**, says participating in the GOP was “a good learning experience.” Pomona’s radio station office proudly sports a Level 4 certification.

Many of KSPC’s portable recorders, radios, and other equipment run on short-life batteries: Tyron comments, “It drove me nuts to be going through that many batteries.” For Tyron, the switch to rechargeable batteries “made a lot more sense.” Now that KSPC purchases exclusively rechargeable batteries, Tyron is “happy to be not throwing a bunch of [batteries] away.” The process of greening KSPC was at times “a little expensive, but worth it,” Tyron vouchsafes. Many changes are in fact now saving KSPC money: for instance, the remanufactured ink and toner cartridges KSPC buys from inksell.com are less expensive than the standard cartridges used before.

The student staff of the KSPC is behind Tyron all the way: “students were really happy” about the green improvements, and “surprised at how green” the office became.

For more information contact Tyron at erica.tyron@pomona.edu