GGGI GREEN OFFICE GUIDE

About this guide

Developed as part of GGGI's corporate social responsibility initiative, this guide aims to provide tips on how to make our operations more environmentally sustainable across all GGGI offices and to reduce negative impact of our daily activities. Together we can make a difference by taking simple steps today that will bring a bigger impact tomorrow. Let us practice what we preach as an organization.

How to use this guide

Step 1. Use the checklist below as a guide on what changes can be made in your office
Step 2. Complete the Checklist Evaluation, Office Pledge, and Carbon Footprint Report at the end of every year
Step 3. Submit to ASU SharePoint Document Library by 31 January of the following year

GETTING STARTED

☒ 1. **Designate a Green Team**

Pick a person or team who can be the green ambassador(s) of your office; this team is to lead the process of making your office more environmentally sustainable

☒ 2. **Engage everyone in your office**

Hold staff meetings/orientation to inform and discuss ways to make day-to-day operations more sustainable

☐ 3. **Develop and post signage/reminders** *See sample posters here*

Create "Green Office" signage/reminders and post on office noticeboards and other relevant areas
Print on recycled/eco-friendly paper

ENERGY

Computers and Electronics

☒ 4. **Use energy saving settings for computers, printers, and other office equipment**

☒ 5. **Turn off/use sleep mode for computers and monitors before you leave office**

☒ 6. **Last one to leave the office to turn off all lights and office equipment**

Lights/ AC / air purifiers / fans/ printers/ photocopiers

☒ 7. **Unplug electronics when not in use, or use power strips with energy-saving features**

Invest in "smart" power strips to reduce the energy consumed; these power strips have outlets with timers, motion detectors, and/or current sensors to minimize energy waste (Ask your local electronic stores/check online stores)

Heating/Cooling Systems

☒ 8. **Set heating/cooling systems properly**

Adjust accordingly to local weather; avoid cooling more than 6°C (42.8 F) below the outside temperature and heating more than 20 °C (68 F) above, or no higher than 20-21 °C for heating or lower than 23-25 °C for cooling
Make sure that no furniture or wall blocks the systems and get in the way of providing heating/cooling efficiently

☐ 9. **If possible, open windows before resorting to use of AC**

☒ 10. **Keep windows and doors closed when AC or heating is on**

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Lighting

☒ 11. **Switch off all lights when not in use, especially meeting rooms and other shared spaces**

☐ 12. **Place reminder stickers on light switches**

☒ 13. **Use natural light whenever possible**

☐ 14. **Use energy-efficient bulbs (LED/fluorescent lights)**

☐ 15. **If possible, install motion sensor switches, and/or timers for office lighting and other equipment (AC), especially in meeting rooms, hallways, and restrooms**

WATER

☒ 16. **Do not keep water running unnecessarily**

☒ 17. **Fix any water leaks or dripping faucets immediately (or report to Facilities Manager, if there is one)**

☐ 18. **If possible, install water-saving heads (aerators), toilets with low-flush and full-flush options, and/or touchless faucets**

WASTE

Paper

☒ 19. **Avoid printing as much as possible**

   Share files and documents via email or share by uploading them to SharePoint

☒ 20. **Print double-sided**

☒ 21. **Print several slides on one page (ppt)**

☒ 22. **Use smaller fonts and lighter print to use less ink, if possible**

☒ 23. **Discourage printing of any presentation materials – bring laptops to meetings or use projector**

Mail

☐ 24. **Keep mailing list up-to-date**

   Request to have your name/address removed from mailing list of any junk mail (flyers, free magazines, etc.)

☒ 25. **Share newspaper/journal subscriptions with others or switch to digital subscription**

Pantry/Kitchen

☐ 26. **Avoid using disposable cups and utensils; instead, use re-usable glassware, mugs, and containers**

☒ 27. **Drink water from water dispenser**

☐ 28. **Avoid use of bottled water (especially at meetings and workshops, etc.)**

☒ 29. **Use less paper towels**

Recycling

☐ 30. **Provide clearly-labeled waste bins**

   Separate all waste by category: Paper, Plastic, Metal, Cans, Other Waste, etc. and recycle accordingly

☒ 31. **Use scrap paper as notepads**

☒ 32. **Reuse office supplies**

   Check office supply inventory (both new and used) before ordering additional supplies

☐ 33. **Consider donating used furniture and other equipment**

☐ 34. **Recycle and/or dispose e-waste properly**

   Contact Technology Services Unit (srticket@gggi.org) for how to recycle old laptops and other electronic device and batteries

   Inform staff about proper methods for disposing of electronic waste and old electronic equipment

COMMUTE/TRAVEL

☐ 35. **Encourage use of public transportation or consider carpool if driving**

    Consider vehicles that run on low-emitting fuels such as Compressed Natural Gas (CNG), electricity, and biofuels

☒ 36. **Fly less**

    Consider having meetings via phone/web conferencing before submitting your Travel Request in ERP

☐ 37. **Encourage walking and cycling**

GREEN PROCUREMENT

☒ 38. **Buy recycled or eco-friendly paper**

☒ 39. **Purchase environmentally-friendly office supplies**

    Examples: Refillable markers and pens, recycled paper and notepads, biodegradable cups, recycled tissues and paper towels

☐ 40. **Research local vendors and service providers that participate in environmentally-sustainable practices**

☒ 41. **When replacing office equipment (printers, photocopiers, lighting, etc.), look for energy-efficient ratings and features**

☒ 42. **If given an option, select minimal packaging and buy in bulk**

☐ 43. **When selecting an office, look for buildings with LEED-certification or other equivalent ratings**

☒ 44. **Use indoor plants that can improve office air quality** *See examples*

RECORD CARBON FOOTPRINT

☒ 45. **Measure carbon footprint**

    Use the carbon footprint calculators provided in this guide to measure and record your office carbon footprint

    Submit an annual report, along with the Checklist Evaluation and Office Pledge, every year by 31 January of the following year – Note that data provided will be used for GGGI Annual Report

GREEN PROJECTS

☒ 46. **Plan and participate in community outreach or other programs related to green growth or sustainability**

    Examples: planting trees, recycling drives, and partnering up with local "green" organizations, etc.

This checklist is meant to serve as a guide that provides tips, not a policy or rules. We understand that not all items listed above are applicable to all offices due to different circumstances. For example, avoiding use of bottled water and walking/cycling may be difficult because of safety reasons, or your office is in a government building and you cannot control certain aspects of the operations like heating/cooling. Please use your discretion in determining which actions can help make your office more environmentally friendly.

CHECKLIST EVALUATION

INSTRUCTIONS: This Checklist Evaluation is intended for you to complete at the end of each year after reviewing your office activities for the year. Goal is to get as many check marks as possible. Let's count!

OFFICE GREEN TEAM REPRESENTATIVE: Click or tap here to enter name.

Category	No. of Items Checked	Total No. of Items	% Achieved (No. of Items Checked/ Total No. of Items x 100)
GETTING STARTED	2	3	66.6
ENERGY	8	12	66.6
WATER	2	3	66.6
WASTE	10	16	62.5
COMMUTE/TRAVEL	2	3	66.6
GREEN PROCUREMRENT	5	7	71.4
CARBON FOOTPRINT	1	1	100%
GREEN PROJECTS	1	1	100
TOTAL	31	46	67.4

How Did We Do?

Document your office's green activities this year and any recommendations or reminders for next year.

Highlight for 2018

- engaged the team with green offcie recommendation
- reminders during staff meeting
- Mailing list still on used for technical committee Advisors to maintain less printig
- Continue the promotion of less priting by priting on both side for agenda and event concept note
- Reuse of Badges, banners and pens for events
- Maintain the use of daylight in the office
- Maintain recycling empty cartridge through the Green Financing Department of the Ministry of Environment and Sustainable Development.
- Reuse of water bottle.
- Reuse paper sheets to destroy as post-it
- Use carpooling for colleagues with the same routes as much as possible
- More Skype meeting organized
- Joint committee meeting organized during the GGGweek 2018
- Use of solar power

Target for 2019
- Fly less, organise joint meeting
- Encourage the use of pubic transportation fot in-country travels

- Develop a partnership with the Ministry of the Ministry of Environment and Sustainable Development in setting-up: Place reminder stickers on light switches; provide clerly-waste bins; install water saving heads in toilet; develop and post signage/remindders for office greening
- Develop and post signage /reminder on email signature for all staff and periodical campaing on water saving and energy efficiency
- Increase the use of recycle paper

For more information

- Check ASU SharePoint site for the most updated version of this Green Office Guide
- Planning a GGGI-funded event? See GGGI Green Event Guide
- Contact Tamie Kanda (tamie.kanda@gggi.org) for any questions or comments about this guide

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OFFICE PLEDGE

INSTRUCTIONS: All GGGI offices are encouraged to take actions towards greening office operations. Here is your chance to make commitments on sustainable office practices. Share your goals for next year with us and let's keep each other accountable. Click HERE to see HQ Office Pledge.

OFFICE LOCATION: Click or tap here to enter text.

OUR OFFICE WILL COMMIT TO MAKING THE FOLLOWING CHANGES BY THE DATES SPECIFIED:

Action Item(s)	Target Completion Date (If Applicable)
Minimize printing of letters and continue promoting e-mail communication	**12/31/2019**
Introduce signage/posters as part of a campaing to remind users of "green offcie" good practice.	**12/31/2019**
Continue minimizing the use of individual bottle	**12/31/2019**
Establish the collection of plastic bottles, reuse them whenever possible, collect them and deposit them in public canteens of plastic products collection.	**3/31/2019**
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.
Click or tap here to enter text.	Click or tap to enter a date.

INSTRUCTIONS: When the entire document is ready for submission, double click the signature line below, type in your name and click Sign. Then close the file *without* saving to keep the signature valid. Your signature should be automatically saved. Please sign using your GGGI email account certificate(xxx@gggi.org). In case you encounter any technical issues using digital signature below, you may also print out the guide, sign, and scan to submit.

X _____

Country Representative

Click or tap to enter a date.

Date Signed 13 February 2019

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CARBON FOOTPRINT REPORT

Click here to download the template for Carbon Footprint Report

INSTRUCTIONS: Download the report, fill it out, and submit it to ASU SharePoint Document Library by 31 January of the following year, along with your Checklist Evaluation and signed Office Pledge.

Facilities:

- Record electricity and gas usage for each country office, which will be part of our annual report starting in 2018. Carbon footprint will be consolidated and calculated by Seoul HQ
- If your office is in a government building and you do not pay utilities bill, please ask the government counterpart if they can provide the utility usage data. They will most likely have the overall utility usage data for the building, which you can divide by the ratio of the space that you are currently using in the building to get an estimate value of the utility usage.

Travel:

- We do not require carbon footprint data for travel that was booked by SM Town Travel. What we require from country offices is all other flights booked by local Travel Management Company (TMC), or travel agency.

If you have any questions about **Carbon Footprint Report** requirements, please contact Yoon Suk Choi yoon.choi@gggi.org