



Green Office Policy

Our Commitment to the Environment

Environmental stewardship is a shared responsibility for protecting the environment and minimizing the impact of our daily decisions. The Association of State and Territorial Health Officials (ASTHO) is committed to reducing our environmental impact and ensuring environmental sustainability. The ASTHO Green Office Policy promotes innovative approaches to environmental action among staff and state and territorial health agencies nationwide. ASTHO strives to improve the environmental performance of daily business operations and demonstrate public health leadership in environmental sustainability and the global fight on climate change.

Recycling

ASTHO employees should attempt to conserve and recycle whenever possible through the adoption of simple practices. Whenever possible, ASTHO staff will:

- Position recycling bins throughout the office and conference rooms for paper, plastic and other recyclable containers.
- Recycle office equipment, supplies and other recyclable products.

Waste Management

ASTHO employees should attempt to conserve and recycle whenever possible through the adoption of simple practices. Whenever possible, ASTHO will:

- Implement an office "swap closet" for exchanging office supplies, particularly during the transition between former and new employees.
- Donate leftover food and beverages to local food banks following meetings/events.

Water Use

ASTHO employees should make every effort to conserve water on a daily basis. Whenever possible, ASTHO employees will:

- Promote and provide tap water and avoid the use of bottled water during meetings.

Paper Use

ASTHO employees should attempt to conserve and recycle paper whenever possible through the adoption of simple practices. Whenever possible, ASTHO staff will:

- Make every effort to use the recycle bins located in the cubicles, hallways and kitchen.
- Maximize printing and copying options and enable default settings to double-sided printing.
- Edit documents using word processing tools (as opposed to printing).
- Post electronic meeting agendas and avoid printing hard copies of meeting materials for participants.
- Conserve paper and cut costs by emailing documents in place of sending them via mail.
- Save used, one-sided printer paper in designated areas and reuse for notepaper.
- Set all page margins to 1 inch and use Arial 10 or Times Roman 12 fonts.

Energy Conservation

ASTHO will attempt to conserve energy through the adoption of several easy-to-use strategies. Whenever possible, ASTHO will:

- Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment.
- Enable timers for office copiers and printers that will automatically turn off unused equipment/use energy saving modes after long periods of inactivity.
- Continue to use and properly dispose of compact fluorescent light bulbs.
- Arrange for cleaning staff to turn off lights left on after hours.

- Continue to promote dress codes that reduce energy required for dry cleaning and that allow staff to dress according to indoor temperatures.
- Continue to promote the ASTHO Healthy Foods policy and encourage the purchase and consumption of local, organic foods that require minimal energy for transport and production.

ASTHO employees should make every effort to conserve energy on a daily basis. Whenever possible, ASTHO staff will:

- Turn off unused lights in cubicles and hallways.
- Use additional lighting only when necessary.
- Continue the practice of equipping low-traffic areas with automatic light sensors.
- Program their computer monitors to turn off automatically after periods of inactivity. Employees can activate this function by going to **Start→Settings→Control Panel→Performance and Maintenance→Power Options**. Employees should set a time (.e.g. 20 minutes) for the entry 'turn off monitor.'
- Disable screensavers in an attempt to conserve energy and reduce the amount of wear and tear on their computers.

Purchasing

ASTHO will make every effort to consider environmental protection and conservation when purchasing office supplies and other materials. Whenever possible, ASTHO will:

- Establish procurement contracts with companies offering environmentally preferable purchasing options.
- Continue to purchase office paper that uses 30% or more post-consumer waste.
- Remain committed to purchasing recycled/biodegradable products, including paper plates, napkins, paper towels, and other kitchen supplies.
- Purchase organic, locally-grown foods that require minimal energy for transport and production.

Meeting Planning

ASTHO will make every effort to conduct meetings with minimal environmental impacts and promote environmental conservation. Whenever possible, ASTHO will:

- Minimize carbon emissions from travel through taxi sharing lists, shuttle services and public transportation.
- Eliminate bottled water, in favor of pitchers of tap or filtered water.
- Choose regional, seasonal and/or organic options and donate leftover food from catered meals to local shelters.
- Minimize disposable products and encourage the use of biodegradable and reusable products, including dining items.
- Make sure recycling bins are easily accessible at meals and breaks if there will be recyclable materials present.
- Consider public transportation options, the city or region's conservation projects, "walkability," smoke-free policies, and food policies when selecting a location.
- Support facilities with recycling programs, efficient water use equipment, and other green initiatives.
- Arrange for room blocks to have linens changed only upon request and turn off AC/heat and lights when leaving your room for the day.
- Limit hard copy handouts and make programs and itineraries available online or on posted signage.
- Print double sided on any necessary hard copy materials.
- Encourage a badge return at the end of the conference.

Transportation

ASTHO employees should attempt to travel to work and meetings using low-impact transportation options. Whenever possible, ASTHO staff will:

- Use transportation options with minimal carbon emissions.
- Contract with environmentally sustainable taxi services.
- Provide public transportation options for individuals attending meetings at ASTHO.
- Continue to promote ASTHO's Telework Policy and compressed workdays.

Indoor Environment

ASTHO will make every effort to promote a healthy indoor environment. Whenever possible, ASTHO will:

- Request building services use biodegradable cleaners when cleaning office space.
- Ensure routine indoor air quality assessments are conducted and results reviewed by ASTHO personnel.

APPENDIX

Appendix A: Green Meeting Checklist*

- ☑ **Share** our Green Policy with vendors and properties to use as a guide when working with us. Invite them to borrow from our plan.
- ☑ **Choose** a green destination. Endeavor to select cities with eco-friendly reputations that are close to major airports, and have public transportation options.
- ☑ **Find** hotels with green initiatives. Does the property recycle? Does it use energy efficient lighting? Are its cleaning supplies environmentally safe? Do they have linen reuse, food donation, or composting programs? Etc.
- ☑ **Plan** food and materials orders efficiently to avoid waste. Be realistic with give-away item. Will people use them, or will they be thrown away?
- ☑ **Email** agendas, notes and slides or post them online rather than giving hard copies.
- ☑ **Deliver** any necessary handouts or programs on recycled paper or on thumb drives.
- ☑ **Favor** the use of bulk packaged items over individual packaging. This can relate to anything from toiletries in rooms to condiments and other food products during meals.
- ☑ **Choose** the menu with local and seasonal ingredients in mind.
- ☑ **Encourage** people to turn off lights and heat or air conditioning in their rooms when they are away. Do the same in conference rooms. For example, if there is a lot of sunlight in a room, electrical lights may not be needed.
- ☑ **Encourage** the use of water pitchers rather than bottled water.
- ☑ **Recognize** the cooperation of meeting partners. Let members and meeting attendees know what steps ASTHO takes in meeting planning to inspire others to do the same.

**Modified from Shannon Kilkenny's The Complete Guide to Successful Event Planning. Atlantic Publishing Company, 2007*

Appendix B: Green Transportation

Walking from the Metro

Often, guests do not realize how close ASTHO is to the Crystal City Metro. Below are step-by-step directions from the Metro to ASTHO's office.

From National Airport: ASTHO is one train stop away from the airport. Take the yellow line in the direction of Mt. Vernon Square or the blue line in the direction Largo and exit at Crystal City.

From DC: Take the yellow line in the direction of Huntington or the blue line in the direction of Franconia/Springfield to the Crystal City station. From the red line, transfer to the yellow line at Gallery Place/Chinatown or to the blue line at Metro Center. The train ride takes 15-50 minutes, depending on starting point and transfers.

To reach ASTHO go up 3 escalators and make a 90 degree turn. Walk down 18th Street (away from the overpass) and make a right onto Crystal Drive. Our building is approximately 3 blocks on the north side of the street (left) at 2231 Crystal Drive. Take the elevator up to the 4th floor.

ASTHO can also be reached by staying indoors. While underground, at the top of the second set of escalators, make a left turn. Continue underground, following the signs "2100 Crystal Drive Shops". When you reach the Au Bon Pain, continue straight to the Pedestrian Walkway to 2011-2451 Crystal Drive. Go up the escalator, cross over Crystal Drive and go down the escalator. Continue ahead and exit doors on the right to the building lobby and again exit the doors to the right. Continue down the long hallway until you get to 2231 (you will pass a sundries store). Take the elevator up to the 4th floor.

Bike Maps

Biking to work is easy and convenient from many locations in Virginia and DC. Below are several bike resources.

[Arlington County Bike Map](#)

[Alexandria Bike Map](#)

[Washington Area Bicyclist Association](#)

[Bike and Ride on Metro](#)

[WashCycle Washington, D.C. Area Bike Trail Map](#)

The Virginia Department of Transportation (VDOT) provides [a free statewide bike map](#), and maintains [a web guide to bicycling in Virginia](#).

Taxi & Carpooling

Taxi & Carpooling

Vanpool Service Providers

Vanpooling is similar to carpooling, but with additional passengers. It is an economical option for those who commute over long distances. Several vanpool service providers are available in the region:

- [ABS Vans](#), 703-551-4677
- *MD Rideshare Corporation*, 301-384-2233
- [VanPools, Inc.](#), 540-786-0705
- [VPSI Commuter Vanpools](#), 1-800-826-7433
- [EZ Commute](#), 540-322-1718

Commuter Connections – Guaranteed Ride Home (GRH)

1-800-745-RIDE (7433)

Guaranteed Ride Home (GRH) provides commuters who regularly (twice a week or more) carpool, vanpool, bike, walk or take transit to work with a free ride home during unexpected emergencies or when a carpool needs to leave before you do. The dispatching service is open Monday through Friday (except holidays) from 6 a.m. to 10 p.m. and can be used up to four times per year.

enviroCAB, Dispatch: (703) 920-3333

EnviroCAB operates an all-hybrid taxi fleet of 50 Toyota Prius and Ford Escape taxicabs within Arlington County. EnviroCABs are expected to produce 60% less emissions than standard cabs now operating in Arlington. The company has pledged to be carbon-negative, meaning they will purchase more carbon offsets than they create. EnviroCAB will offset the pollution of two standard taxi cabs currently operating in Arlington County, for each taxi cab that enviroCAB puts in operation. This makes them the first carbon-negative taxi service in the world. ASTHO is currently using their services on a trial basis, with a possibility for a long-term contract.

Appendix C: Organic and Environmentally Friendly Catering

1. Organics to Go: <http://organictogo.com/>
2. Go Organics: www.go-o.net/
3. Java Green: www.javagreencafe.com/
4. Whole Foods Market: www.wholefoods.com
5. Restaurant Nora: www.noras.com/
6. DC on the Fly: www.dconthefly.com/catering.php